

How Do I Create a New Human Research Ethics Protocol?

Log into My Research – Human Protocol (MRHP) using your UTORid and password at [My Research](#)

Select the following:

1. **My Research**
2. **Human Research Protocols**
3. **PI**
4. **My Human Research Protocols**
5. **Create New Protocol**. You will be taken to the Protocol Type page.

If nothing happens when you click on the **Create New Protocol** button, please confirm that your browser pop up blockers are *turned off*.

The screenshot shows the University of Toronto Administrative Web Services interface. At the top, there is a navigation bar with the University of Toronto logo and the text "Administrative Web Services". Below this, a security warning states: "To protect the security of your data, this application will automatically terminate in 03:48:07. Unsaved work will be lost." The main navigation area includes folders for "Welcome", "Inbox", "My HR Self-Service", "My Research", and "Expense Reimbursement". The "My Research" folder is selected, and a sub-menu is visible with options: "RAISE Help Page", "Inbox", "Applications & Agreements", "My Research On Line", and "Human Ethics Protocols". The "Human Ethics Protocols" option is selected, and a breadcrumb trail shows: "My Research > Human Ethics Protocols > PI > My Human Research Protocols". On the left, a sidebar menu lists various options, including "MRHP Help", "Inbox", "Supervisor", "CO_PI", "Adhoc Unit Head for Classes", "Instructor PI", "PI", "My Human Research Protocols", "Board Meetings (PI)", "Designate", and "Reports". The "PI" option is selected, and the "My Human Research Protocols" option is also selected. The main content area displays a heading: "Click protocol to select it, then click the relevant button." Below this, there are two search filters: "Human Protocol Search for PI - Submitted (221)" and "Human Protocol Search for PI - Unsubmitted (214)". A table of protocols is shown with columns: "Protocol #", "HP Title", "Applicant Name", and "Applicant Primary Appointment". The table contains two rows of data. A "Create New Protocol" button is visible in the top right corner of the table area, circled in red. Blue arrows with numbers 1 through 5 indicate the navigation steps: 1 points to "My Research", 2 points to "Human Ethics Protocols", 3 points to "PI", 4 points to "My Human Research Protocols", and 5 points to the "Create New Protocol" button.

View: [Standard View] Open Folder View Create New Protocol

Protocol #	HP Title	Applicant Name	Applicant Primary Appointment
37640	test TAHSN	Dr Adrianna	Faculty of Social Work - Faculty of Social Work
37691	test renewal expiry dates	Dr Adrianna	Faculty of Social Work - Faculty of Social Work

6. On the Protocol Type page, select the type of protocol you wish to submit.
7. Click Next

Protocol Type

[Page Help](#)

Submit a University of Toronto research protocol

Please indicate the type of protocol being applied for: *

Investigator Submission

Course Template

Submit a TAHSN * approved research protocol for University of Toronto Administrative Review

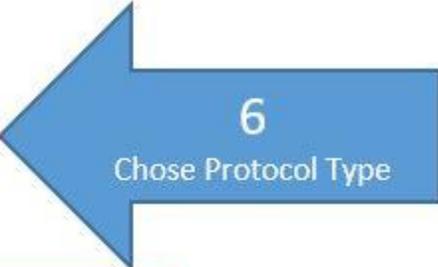
Where TAHSN-based human research involves the University, the University will conduct an Administrative Review.

*Toronto Academic Health Science Network (TAHSN) members

- Baycrest Centre for Geriatric Care
- Holland Bloorview Kids Rehabilitation Hospital
- Centre for Addiction and Mental Health
- Mount Sinai Hospital
- Sunnybrook Health Sciences Centre
- The Hospital for Sick Children
- University Health Toronto
- Women's College Hospital

Next 

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 6
Chose Protocol Type

Filling in the human protocol

1. Click on **Protocol Form Instructions** or **Page Help** to obtain information on the entire form or the section
2. Fill in the mandatory fields in each section. Mandatory fields are marked with a red asterisk [*]
3. Click **Next** to navigate through the sections of the protocol

0 - Identification

- 1 - History - Progress
- 2 - Location/Other Approvals
- 3 - Agreements and Reviews
- 4 - Potential Conflicts
- 5 - Project Details
- 6 - Participants and Data
- 7 - Investigator Experience
- 8 - Possible Risks and Benefits
- 9 - Consent
- 10 - Debrief, Dissemination & Withdrawal
- 11 - Confidentiality and Privacy
- 12 - Level of Risk & REB
- 13 - Documents Summary
- 14 - Undertaking / Submit

RIS HP #: _____
Document Status: _____
[Additional HP Details](#)

[Notes \(0\)](#)
[Status History](#)
[Change History](#)

[Generate PDF](#)

[Protocol Form Instructions](#)

*indicates a mandatory field

Identification

Next Save Send to Asst. Send to Collaborator / Co - Investigator Delete

Page Help

1

Title

Title of Research Application: * _____

2

Applicant Information

Name: Dr Adrianna
Department / Organization: Faculty of Social Work - Faculty of Social Work
Phone: * 416-978-1973 Ext: _____
Email: BLUEFORMUOFT@GMAIL.COM
Rank: Professor

Collaborators/Co-Investigators/Alternate Contact(s)

Please provide a list of other personnel interacting with participants, and at least one alternate contact: *

Find UT Collaborator / Alt. Contact My Collaborators / Alt. Contact Find External Collaborators / Alt. Contact

Name	Department / Institution	Email	Phone
There are no collaborators.			

Projected Project Dates

Estimated start date for the component of this project that involves human participants or data: * _____

Estimated completion date of involvement of human participants or data for this project: * _____

Next Save Send to Asst. Send to Collaborator / Co - Investigator Delete

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Submitting for the ethics review

1. Go to section 14 – **Undertaking**
2. Click the **Validate** button to check if all mandatory fields have been completed
3. Check the **I have read** box to enable the **Submit** button
4. Click on **Submit** button

Undertaking / Submit

0 - Identification
 1 - History - Progress
 2 - Location/Other Approvals
 3 - Agreements and Reviews
 4 - Potential Conflicts
 5 - Project Details
 6 - Participants and Data
 7 - Investigator Experience
 8 - Possible Risks and Benefits
 9 - Consent
 10 - Debrief, Dissemination & Withdrawal
 11 - Confidentiality and Privacy
 12 - Level of Risk & REB
 13 - Documents Summary
 14 - Undertaking / Submit

RIS HP #:
 Document Status: Initial : 001
 Additional HP Details

Notes (0)
 Status History
 Change History

Generate PDF

Protocol Form Instructions

*indicates a mandatory field

Applicant Undertaking

I confirm that I am aware of, understand, and will comply with all relevant laws governing the collection and use of personally identifiable information. I understand that for research involving extraction or collection of personally identifiable information, provincial, national and/or international laws may apply and that mishandling of personally identifiable information must be reported to the Office of Research Ethics.

As the **Principal Investigator** on this project, I confirm that I will ensure that all procedures performed will be conducted in accordance with all relevant University, and international policies and regulations that govern research involving human participants. I understand that if there is any significant deviation from the project as must submit an amendment to the Research Ethics Board for approval prior to implementing any change.

I have read and agree to the above conditions (Submit)

Buttons: Previous, Save, Submit, Validate, Send to Asst., Send to Collaborator / Co - Investigator

Buttons: Previous, Submit, Validate, Send to Collaborator / Co - Investigator

Annotations: 1 (points to menu), 2 (points to Validate), 3 (points to Submit checkbox), 4 (points to Submit button)

Callout: Check current status of protocol

Accessing a document in development (created but not submitted)

1. Click on the **Human Protocol Search for PI – Unsubmitted** tab
2. Click on the human protocol record in the table. It will be highlighted in blue.
3. Click **Load Protocol**

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To protect the security of your data, this application will automatically terminate in 03:43:16. Unsaved work will be lost.

Welcome | Inbox | My HR Self-Service | My Research | Expense Reimbursement

RAISE Help Page | Inbox | Applications & Agreements | My Research On Line | **Human Ethics Protocols** | Animal Protocols

My Research > Human Ethics Protocols > PI > My Human Research Protocols

MRHP Help
 Inbox
 Supervisor
 CO_PI
 Adhoc Unit Head for Classes
 Instructor PI
 PI
 My Human Research Protocols
 Board Meetings (PI)
 Designate
 Reports

Click protocol to select it, then click the relevant button.

Human Protocol Search for PI - Submitted (221) | **Human Protocol Search for PI - Unsubmitted (214)**

View: [Standard View] | Open Folder View | Create New Protocol | **Load Protocol** | Load AER

Protocol #	Submission Type	HP Title	Applicant Name
	Original		Dr Adrianna
	Original	Human Protocol Automated Function...	Dr Adrianna
	Original	Human Protocol Automated Functional Test 4560	Dr Adrianna

Annotations: 1 (points to Unsubmitted tab), 2 (points to protocol row), 3 (points to Load Protocol button)

VPRI Contact

RAISE Helpdesk

416-946-5000

raise@utoronto.ca