

How to Begin Creating an Animal Ethics Protocol in MRAP – October 2018

Log into My Research at <https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/> and click on the following to get to the first data input screen of the animal use protocol:

1. My Research
2. Animal Protocols
3. Animal PI
4. My Animal Protocols
5. Create New Protocol

The screenshot shows the 'Administrative Web Services' page. The navigation path is indicated by blue arrows: 1. 'My Research' in the top menu; 2. 'Animal Protocols' in the sub-menu; 3. 'Animal PI' in the left sidebar; 4. 'My Animal Protocols' in the sub-menu; 5. 'Create New Protocol' button in the table toolbar. The table below shows a list of protocols.

Protocol #	Renew #	Protocol Title	PI Name	Animal Species	Committee
20012382		Notification test 1a	Dr Adrianna ...	Mice	Faculties of Medicine and Pharmacy LACC

6. Select type of protocol (University of Toronto or Hospital-approved protocol)
7. Click Next to advance to the first page of the protocol document.

The 'Protocol Type' screen displays two radio button options. A red circle highlights the first option, 'Submit a University of Toronto protocol application', with a red arrow pointing to it from a blue arrow labeled '6'. A second red circle highlights the second option, 'Submit a protocol from a fully-affiliated University institution', with a red arrow pointing to it from a blue arrow labeled '7'. A 'Next' button is at the bottom left.

Protocol Type

Please select one of the following options: *

Submit a University of Toronto protocol application

If your animal research is performed at one of the affiliated institutions listed below and is funded by a grant administered by the University, your approved protocol from the institution should be submitted instead of a University of Toronto protocol application.

Institutions

- Baycrest Centre for Geriatric Care
- Holland Bloorview Kids Rehabilitation Hospital
- Centre for Addiction and Mental Health
- Mount Sinai Hospital
- St. Michael's Hospital
- Sunnybrook Health Sciences Centre
- The Hospital for Sick Children
- University Health Network
- Women's College Hospital
- Royal Ontario Museum
- Toronto Centre for Phenogenomics

If this is a **Renewal** of a protocol from an affiliated institution **DO NOT continue** with this process. Please select the Renewal option on the previous page.

Submit a protocol from a fully-affiliated University institution

Next