

How to Create a Renewal in MRAP

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1. To create a renewal on an existing protocol in MRAP, log into My Research at <https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/>
2. Click on My Research > Animal Protocols > Animal PI > My Animal Protocols to display your list of submitted protocols.

The screenshot shows the 'Administrative Web Services' header with the University of Toronto logo. A security warning is displayed: 'To protect the security of your data, this application will automatically terminate in 02:16:06. Unsaved work will be lost.' The navigation menu includes 'My Research' (labeled 'a'), 'Animal Protocols' (labeled 'b'), and a sub-menu for 'Animal PI' (labeled 'c') containing 'My Animal Protocols' (labeled 'd'), 'Animals', 'Designate', and 'Committee Meetings (PI)'. The main content area shows two tabs: 'Protocol Search for PI - Submitted (5)' and 'Protocol Search for PI - Unsubmitted (2)'. The 'Submitted' tab is active, displaying a table with columns: Protocol #, Renew #, Protocol Title, and PI Name. Two rows are visible: one for protocol 20011748 titled 'demo 2' and another for 20011747 titled 'demo'.

3. Click on the “select” button of the protocol to be renewed, then click on the “Create Renewal” button.

This screenshot is a closer view of the 'Submitted' tab from the previous image. The 'Create Renewal' button is highlighted with a red box. Red arrows point from the text above to this button and to the 'demo 2' row in the table. The table has columns: Protocol #, Renew #, Protocol Title, PI Name, Animal Species, Committee, and Expiry Date. The 'demo 2' row has an expiry date of 2017.06.09.

Only **approved** protocols can be renewed (i.e. those with an expiry date).

Please note that if you (or someone else on your team with access to create protocols, i.e. a PI or PI Assistant) have started a renewal for a protocol but have not submitted it, you will not be able to create a new renewal document. The renewal-in-progress will be found under the “Unsubmitted” tab.

This screenshot shows the 'Unsubmitted' tab selected in the interface. The 'Create Renewal' button is still visible. The 'Unsubmitted' tab shows a table with columns: Protocol #, AP Submission Type, AP Title, PI Name, Animal Species, Create Date, and Status. One row is visible with an 'Original' submission type, AP Title '22', and a status of 'Saved by PI'.

4. Clicking on the Create Renewal button will open a new session in which you can create your renewal. Most fields will already be populated.

The 3Rs section of the protocol and the History of Protocols, where you outline the progress in the most recent year, will require completion before the renewal can be submitted.

Protocols may be renewed on an annual basis, to a maximum of three renewals.