

## A. How to Create a Protocol Completion Report (PCR) in MRAP

Log into My Research at <https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/>

Click on:

1. My Research
2. Animal Protocols
3. Animal PI
4. My Animal Protocols
5. The PROTOCOL NUMBER to enable the Create PCR button (click on number and NOT title)
6. Now the Create PCR button will be enabled – click to go to the prepopulated Identification page of the PCR document. (If nothing happens when you click on the button, please confirm that your browser pop up blockers are not on.)

The screenshot shows the 'Administrative Web Services' interface. The navigation path is: My Research (1) -> Animal Protocols (2) -> Animal PI (3) -> My Animal Protocols (4) -> Protocol Search for PI - Submitted (102) -> Protocol Search for PI - Unsubmitted (44) -> Create PCR (6). A table of protocols is shown with the first row highlighted, and the protocol number 20012147 is circled (5).

Protocol #	Renew #	Protocol Title	PI Name	Animal Species
20012147		Last step PCR	Dr J	Rats
20012146		NS - sample for Jenn - cancel meeting interim approval	Dr J	Rats
20012145		NS - sample for Jenn - cancel meeting	Dr J	Rats

7. Ensure that your animal counts are up to date (see [Animal Counting Instructions](#)).
8. Fill in mandatory fields marked with red asterisks
9. Check the Confirmation box
10. Submit the PCR

Please note: The PCR cannot be approved when there are animals on hand.

The screenshot shows the 'Protocol Completion Report' form. The form contains fields for AP Number, PI, Title of Research, and Animal Species. Below these are four text areas for reporting on animal counts and protocol details. At the bottom, there is a confirmation checkbox and 'Save' and 'Submit' buttons. Red boxes and arrows indicate the steps: 7 (animal counts), 8 (mandatory fields), 9 (confirmation), and 10 (submit).

AP Number: 20012147  
 PI: Dr J  
 Title of Research: Last step PCR  
 Animal Species: Rats

Number of animals approved to date: 1  
 Number of animals used to date: 0  
 Number of animals approved for the most recent period: 1  
 Number of animals used for the most recent period: 0

If additional animals were requested via an amendment in the most recent year, please explain why:\*

Briefly describe any complications, animal welfare/disease issues or endpoint issues that were encountered in the most recent year. Include estimates of morbidity and mortality for any

Please explain the reason(s) for any modifications/amendments that were made to the protocol in the most recent year:\*

In the space below, briefly provide specific details on the study's progress and results in the most recent year:\*

Summary of progress and results over the life of the protocol. Please provide citations for all publications and/or conference abstracts generated from the previous work:\*

The information provided in this Protocol Completion Report is as complete and accurate as possible.

Save Submit Send to Assistant

## B. How to Access An Unsubmitted PCR Document to Continue Working On It and Submit

To get back to a PCR document that was created, saved, and closed before submission, navigate to your list of protocols (steps 1 to 4 in Part A, above) and then click on:

1. “Protocol Search for PI – **Unsubmitted**” tab
2. The PROTOCOL NUMBER (click on number and NOT title)
3. Load PCR

The screenshot displays the 'Administrative Web Services' interface for the University of Toronto. The main navigation bar includes 'Welcome', 'Inbox', 'My HR Self-Service', and 'My Research'. The 'My Research' section is active, showing 'Research Applications', 'My Research On-line', 'Animal Protocols', and 'Human Research Protocols'. The 'Animal Protocols' section is expanded, showing 'Protocol Search for PI - Submitted (102)' and 'Protocol Search for PI - Unsubmitted (45)'. The 'Unsubmitted' tab is selected and highlighted with a red box and a blue arrow labeled '1'. Below the navigation, there are options for 'View: [Standard View]', 'Open Folder View', 'Create New Protocol', 'Load Protocols', and 'Load PCR'. The 'Load PCR' button is highlighted with a red box and a blue arrow labeled '3'. A table of protocols is displayed below, with the first row highlighted in yellow and a red box around the protocol number '20012147' and a blue arrow labeled '2' pointing to it. The table has columns for Protocol #, AP Submission Type, AP Title, PI Name, Animal Species, and Create Date.

Protocol #	AP Submission Type	AP Title	PI Name	Animal Species	Create Date
20012106	Completion Report	Strain chart test	Dr	Rats	2018.04.10
20012147	Report	Last step PCR	Dr	Rats	
20012140	Completion Report	S/D test - regression test - MRHPROD-173 - MRA vs MRHP hi	Dr	Rats	2018.04.03