

How to Link an Ethics Protocol or Permit to an MRA Record That Has Been Submitted – August 2016

1. Log into My Research at <https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/> using your **UTORid** and **password**.
2. Click on the **My Research** tab
3. Click on **Research Applications** on the submenu (if it is not already selected)
4. On the blue transaction menu, click on **Application Search**
5. Click on **My Applications** to display a table with two tabs:
 - My Applications (those records on which you are the principal investigator)
 - Collaborations (those applications on which you have been listed as a co-investigator/collaborator).
6. If you are linking a protocol or permit to an MRA record on which you are the *principal investigator*, search for the application under the My Applications tab.
or
If you are linking a protocol or permit to an MRA record on which you are a *co-investigator/collaborator*, click on the Collaborations tab to search for the relevant application.

UNIVERSITY OF TORONTO | Administrative Web Services

To protect the security of your data, this application will automatically terminate in 03:51:26. Unsave

Welcome | Inbox | My HR & Equity | **My Research** 2

3 **Research Applications** | My Research On-line | Animal Protocols

4 Application Search

5 My Applications

Create New Application

Designate

6 OR

My Applications (29) | Collaborations (6)

View: [Standard View] | Display Application | Link Protocols and Permits

RIS Application #	Title	Principal Investigator
170641	Sample Application for Co-I undertaking	
169540	Neuronal network	

7. Once you have found the application to which you would like to link your protocol or permit, click on the RIS Application number field to highlight the entire row.
8. Once the application has been selected, the **"Link Protocols and Permits"** button will be enabled and you can click on it to drill into the application.

My Applications (29) | Collaborations (6)

View: [Standard View] | Display Application | **Link Protocols and Permits** 8

RIS Application #	Title	Principal Investigator
170641 7	Sample Application for Co-I undertaking	

9. You will now be on the Identification page of the application record. Click on the “Certifications” link in the navigation box in the upper left side of the screen.

Identification
Sponsors & Programs
Co-Investigators & Collaborators
Project Classification
Location of Research
Certifications
Planning & Resources
Related Agreements
Document Attachments
Submit Application

Notes (0)

Current Status:
[Status History](#)
[Action History](#)
[Collaborators](#)

Certifications

Previous Next Save

☒ Application has been successfully updated.

1 2
Protocols Permits

Select all that apply:

Are animals used in the research? * ☐ Yes ☒ No

Any use of vertebrate or high form invertebrate (e.g., cephalopods, etc.) at the commencement of the project.

[See information regarding the use of animal subjects and the applica](#)

Will human subjects/participants be involved in the research?

10. Update the relevant section as required.

Animal and Human Protocols can be linked on the main certifications page (ensure the “Yes” for that protocol type is selected and then click on the “Select Protocol” button to generate a list of your protocols from which you can select the relevant record to link). Click on the “Next” button to update information on your EHS Permit.

Please contact RAISE Help at 416-946-5000 or raise@utoronto.ca if you have any questions.