

How to Revise and Resubmit a Human Protocol that was Returned for Revisions in MRHP

Notes:

- The Human protocol returned to you for revision can be found in the “Inbox” of the system
- You will get an e-mail notification that the protocol has been returned for revision

The following human protocol document has been returned to you for revision:

Protocol #: 00035428
Protocol Title: How to Revise and Resubmit
Document Type: Original

Please review the comments in the online form prior to any resubmission.

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

To reach the HP that has been returned to you for revision for editing:

Please go to “Inbox” of My Research system. The HP appears with the task listed as “Revision”. Note that the same Inbox can be reached from three places in the system:

- 1.a Click **Inbox tab**, **OR**
- 1.b Click **My Research tab** to land automatically in **Inbox**, **OR**
- 1.c Click **My Research tab**> **Human Protocol**>**Inbox**
2. Click on the **protocol title** (“Subject” column) to drill into the protocol to get to the “Identification” page.

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To protect the security of your data, this application will automatically terminate in 03:58:02. Unsaved work will be lost.

Welcome | **Inbox** | 1.a

Inbox | 1.b | My Research On-line | Animal Protocols | Human Research Protocols

MRHP Help | **Inbox** | 1.c

CO_PI
Adhoc Unit Head for Classes
Instructor PI
PI
Supervisor

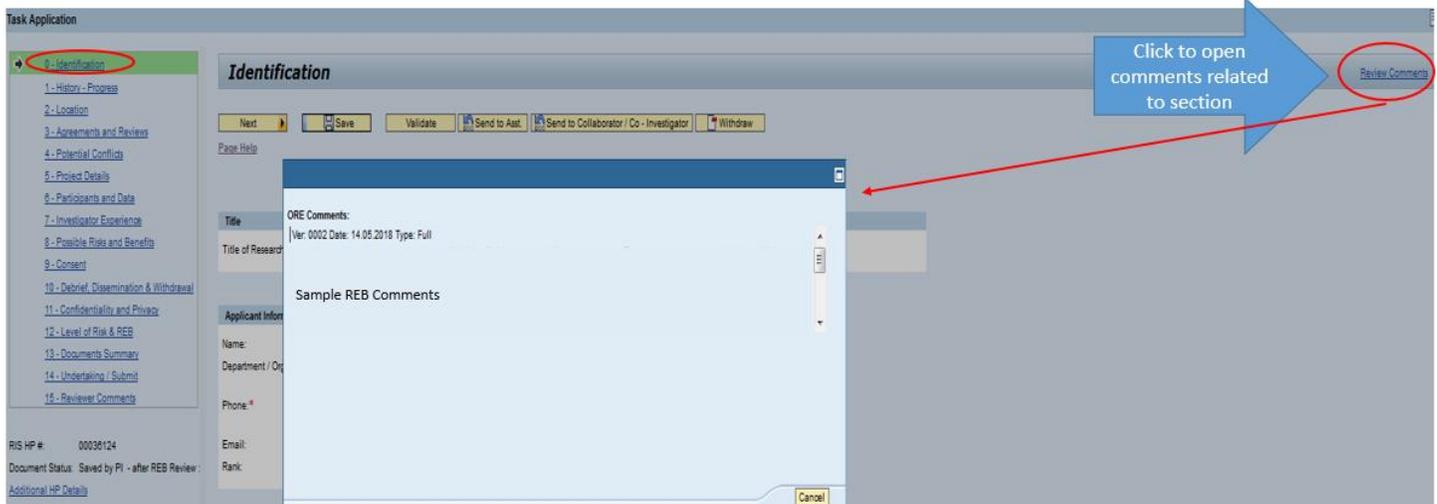
MR Inbox (3 / 8)

Show: All

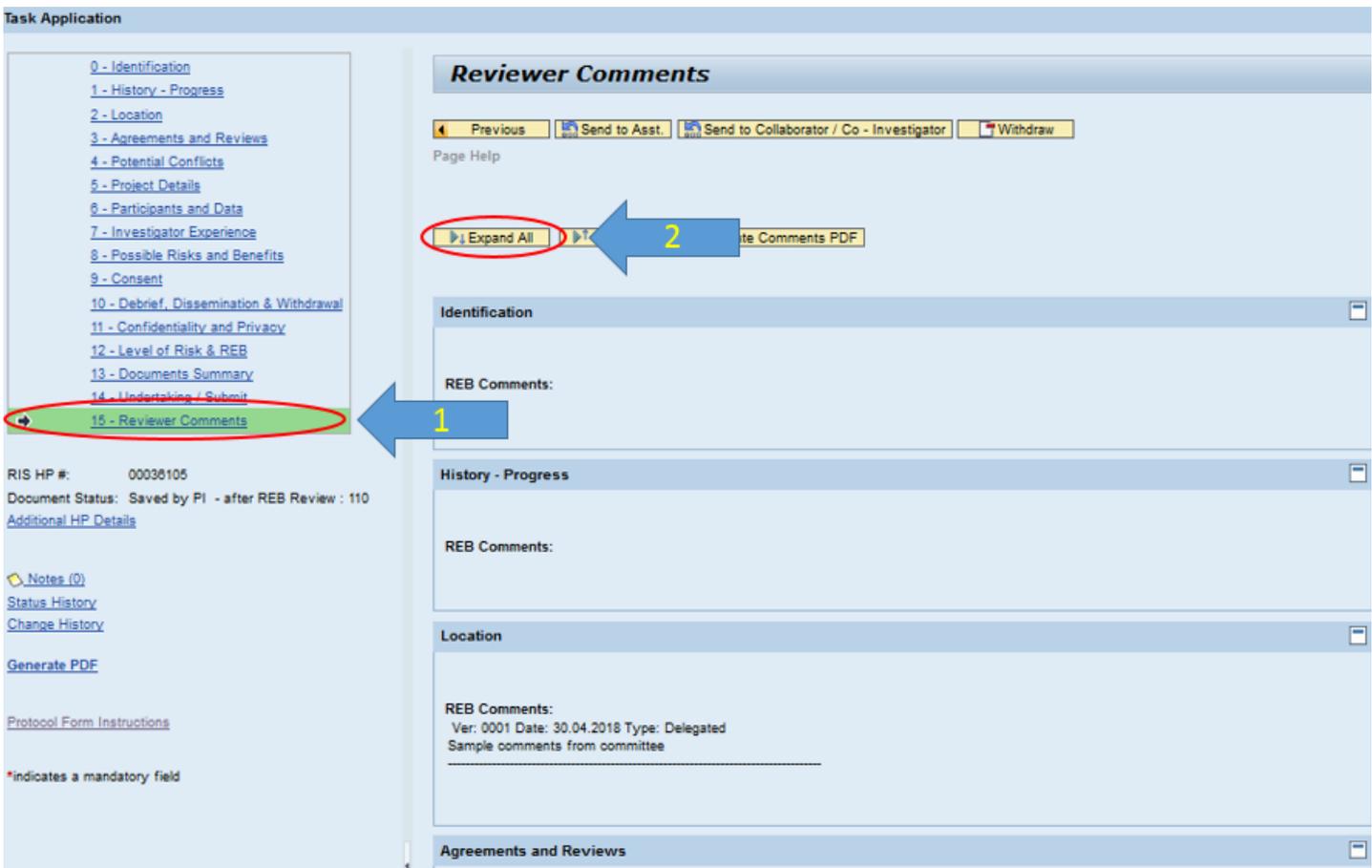
System	Number	Task	Doc Type	Subject
MRHP	RIS#TBA	Develop Protocol	Original	Sample Human Protocol
MRHP	00036105	Revision	Original	Sample Human Protocol
MRHP	00036124	Revision	Amendment	Sample Human Protocol

To view the reviewer comments:

- The reviewer comments can be seen in two ways: (1) section by section or (2) all at once:
 1. Click the “Review Comments” link in the top right corner (in any section of the HP) to see the comments made by the committee related to that section of the protocol.



2. To see all comments at once (**recommended view**)
 1. Go to section “15-Reviewer Comments”
 2. Click on the “Expand All” button to see all comments at once



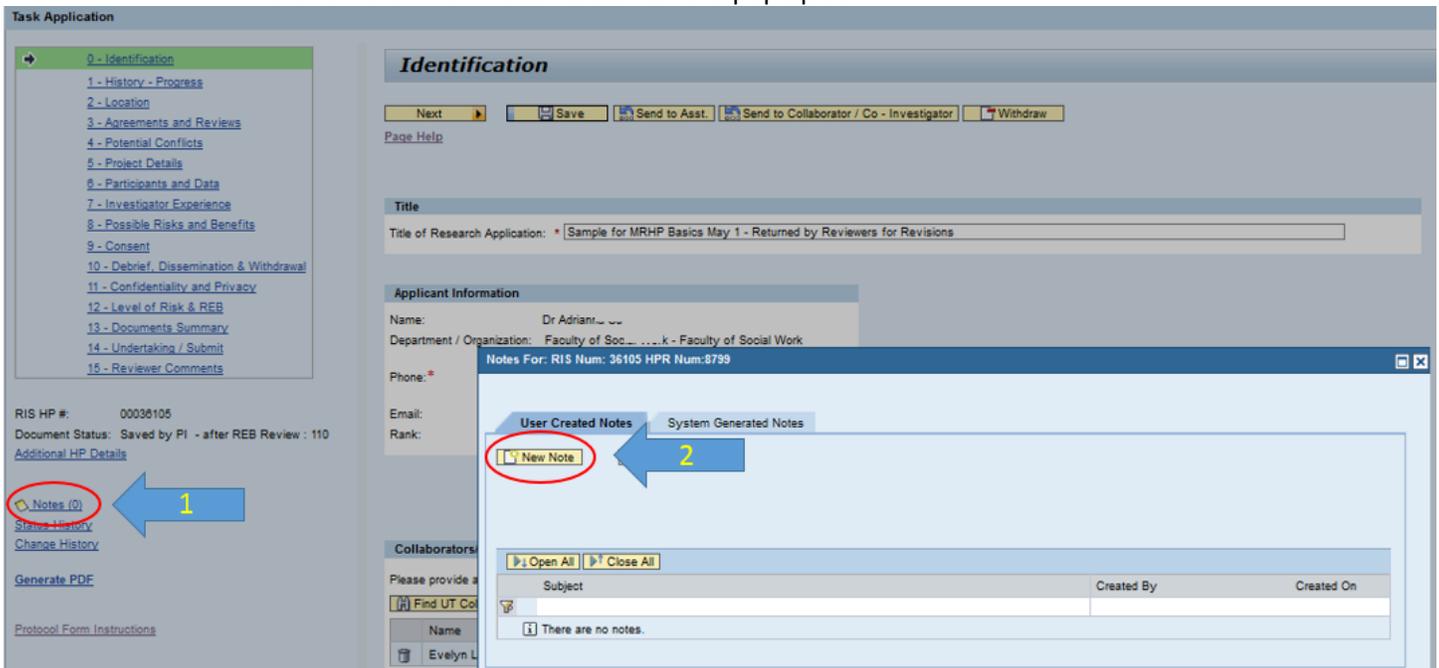
To respond to the comments, make the requested changes directly in the related/referenced protocol sections, modifying or adding to your existing text (not in the committee comments box – this will be in display mode only).

“Notes”: To add a general comment that doesn’t belong to any specific section you can create and add it as a “Note”

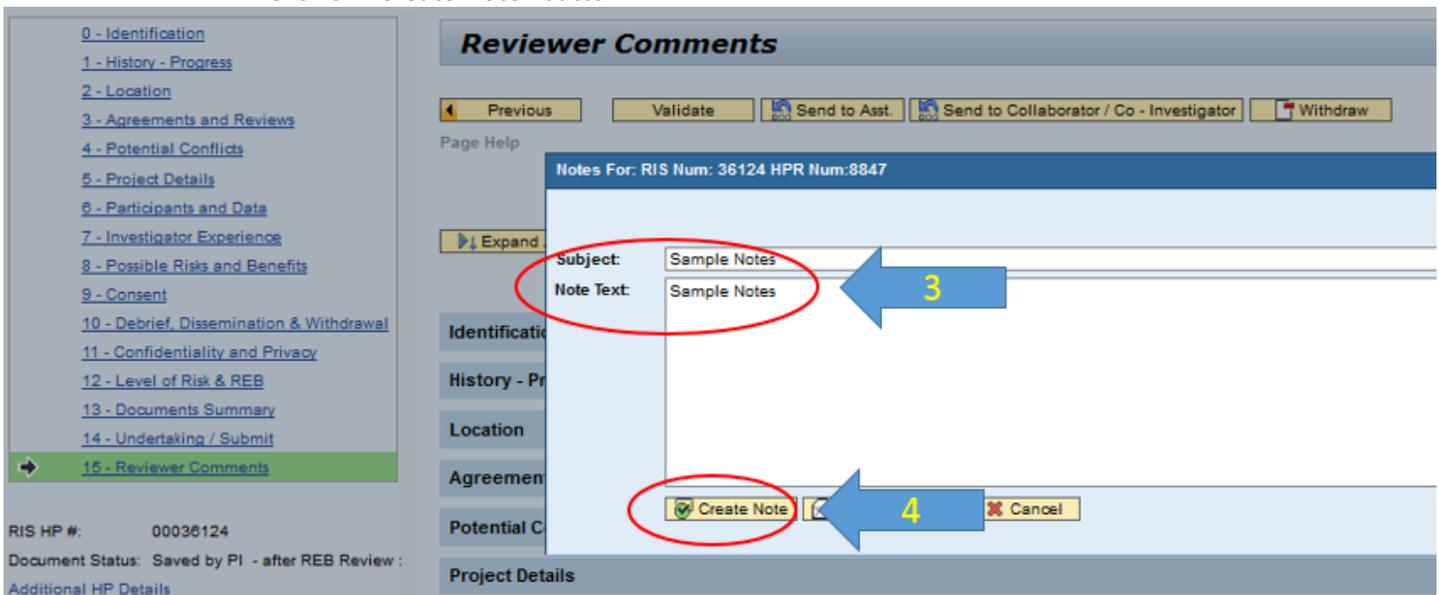
- the “Notes” can be seen by anyone who displays the HP

To create and add “Notes”:

1. Click on the “Notes” link
2. Click on the “New Note” button on the pop up box



3. Enter a “Subject” and “Note Text”
4. Click on “Create Note” button



To resubmit the HP after revision is completed:

1. Go to 14-Undertaking section
2. Mark the checkbox “I have read...”
3. Click on the “Submit” button

Task Application

- 0 - Identification
- 1 - History - Progress
- 2 - Location
- 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**
- 15 - Reviewer Comments

RIS HP #: 00036105
Document Status: Saved by PI - after REB Review : 110
[Additional HP Details](#)

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

Undertaking / Submit

Previous Next Save Submit Validate Send to Asst.

[Page Help](#)

Applicant Undertaking

I confirm that I am aware of, understand, and will comply with all relevant laws governing the collection and use of personal research. I understand that for research involving extraction or collection of personally identifiable information, provincial, national and that any apparent 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 national and international policies and regulations that govern research involving human participants. I understand that if the research is as originally approved I must submit an amendment to the Research Ethics Board for approval prior to implementing

I have read and agree to the above conditions

Previous Next Save Submit Send to Asst.

The screenshot shows a web application interface for a task application. On the left is a vertical navigation menu with 16 items, where item 14 'Undertaking / Submit' is highlighted in green and circled in red. A blue arrow labeled '1' points from this menu item to the main content area. The main content area has a header 'Undertaking / Submit' and a navigation bar with buttons for 'Previous', 'Next', 'Save', 'Submit', 'Validate', and 'Send to Asst.'. Below this is a section titled 'Applicant Undertaking' containing two paragraphs of text. A checkbox with the text 'I have read and agree to the above conditions' is checked and circled in red, with a blue arrow labeled '2' pointing to it. At the bottom of the main content area, another navigation bar is visible, with the 'Submit' button circled in red and a blue arrow labeled '3' pointing to it.

Please contact the RAISE Helpdesk at 416-946-5000 or raise@utoronto.ca with any questions.