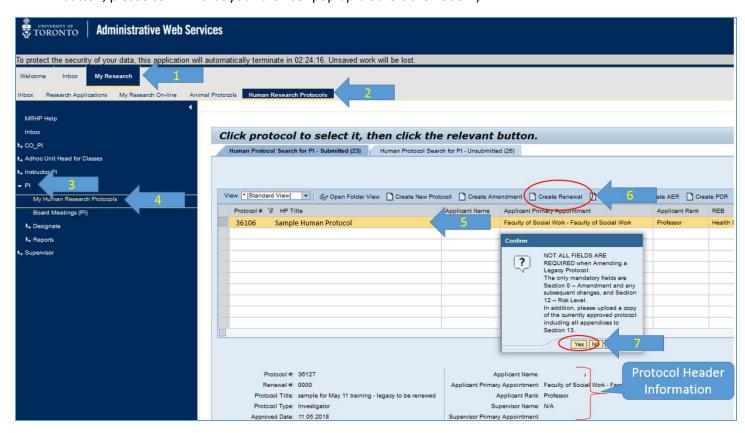
## How to Create a Renewal on a "Legacy Protocol" in MRHP (Original submission prior to Oct 25, 2017)

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

#### Click on:

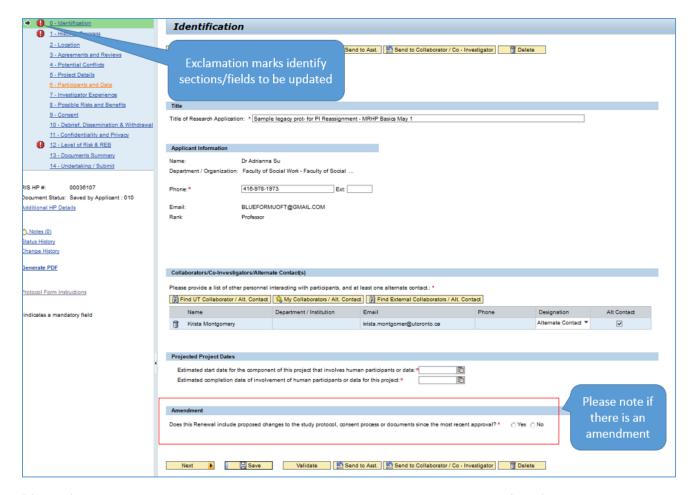
- 1. My Research
- 2. Human Research Protocols
- 3. PI
- 4. My Human Research Protocols
- 5. The PROTOCOL NUMBER to be renewed
- 6. Now the Create Renew button will be enabled. Notification "Not all fields are required" is displayed
- 7. Click "Yes" to go to Identification page of a renewal document. (If nothing happens when you click on the button, please confirm that your browser pop up blockers are not on.)



8. Not all sections are mandatory Update the following sections:

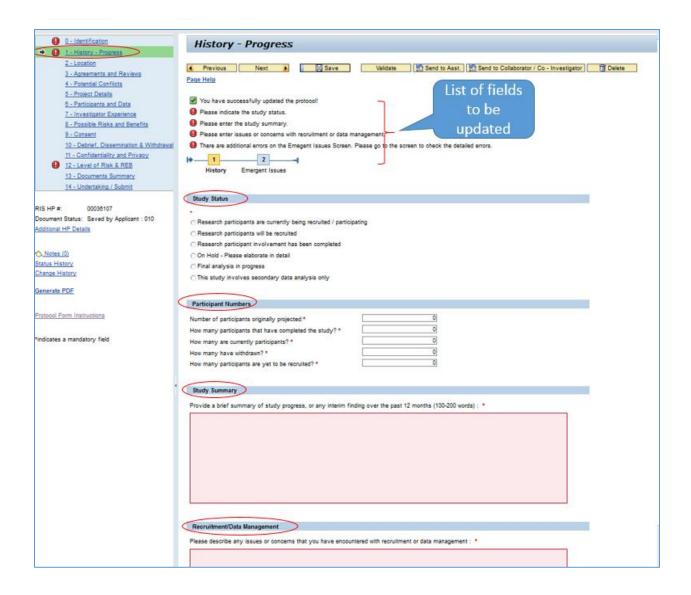
#### Section 0-Identification page

- Amendment section (last question on page)



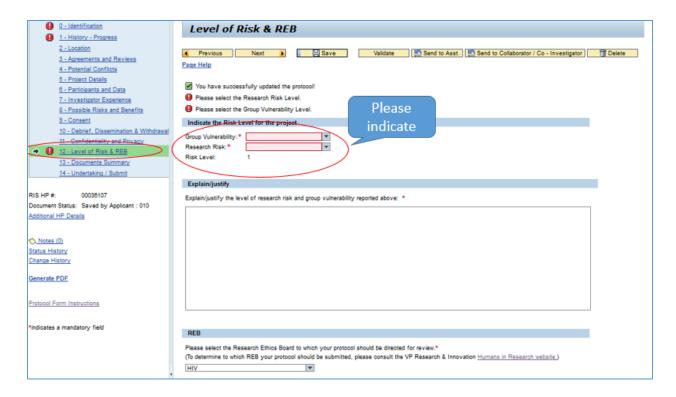
(If there's an amendment, please note the change in the relevant sections on this form.)

Section 1 - History - Progress



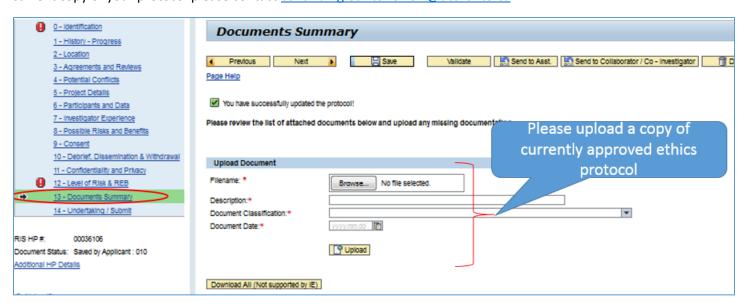
### Section 12 - Level of Risk & REB

First question only.



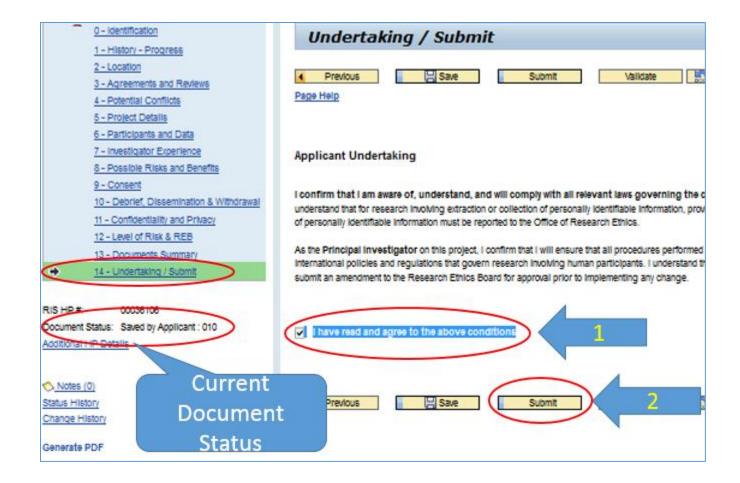
### Section 13 - Documents Summary

Please upload a copy of the currently approved ethics protocol as a Word or PDF file in section 13. If you do not have a current copy of your protocol please contact <u>continuing.ethics.review@utoronto.ca</u>



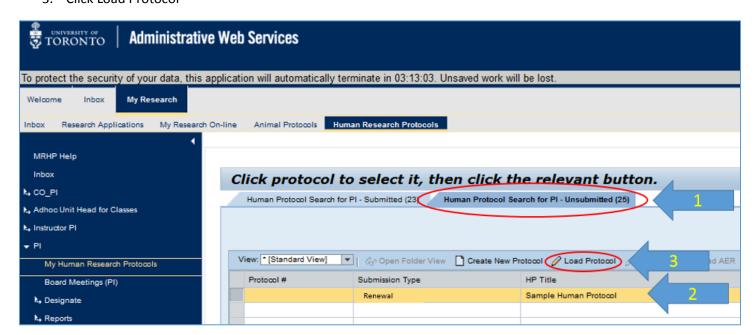
Section 14 - Undertaking

Check the "I have read...." box (1) and click on Submit button (2).



# How to access the document-in-development that was created and not yet submitted (Renewal saved, but not submitted)

- 1. Click on the "Human Protocol Search for PI Unsubmitted" tab.
- 2. Click on the human protocol record in the table to select it (will be highlighted in orange)
- 3. Click Load Protocol



Please contact the RAISE Helpdesk at 416-946-5000 or <a href="mailto:raise@utoronto.ca">raise@utoronto.ca</a> with any questions.