

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.)

The screenshot shows the MRHP Administrative Web Services interface. The navigation menu on the left includes 'My Research' (1), 'Human Research Protocols' (2), 'PI' (3), and 'My Human Research Protocols' (4). The main content area displays a table of protocols with columns for Protocol #, HP Title, Applicant Name, Applicant Primary Appointment, Applicant Rank, and REB. The protocol with ID 36106 is highlighted (5). The 'Create Renewal' button is circled in red (6). A confirmation dialog box is displayed with the message: 'NOT ALL FIELDS ARE REQUIRED when Amending a Legacy Protocol. The only mandatory fields are Section 0 – Amendment and any subsequent changes, and Section 12 – Risk Level. In addition, please upload a copy of the currently approved protocol including all appendices to Section 13.' The 'Yes' button is circled in red (7). A blue callout box labeled 'Protocol Header Information' points to the details of the selected protocol: Protocol #: 36127, Renewal #: 0000, Protocol Title: sample for May 11 training - legacy to be renewed, Protocol Type: Investigator, Approved Date: 11.05.2018, Applicant Name: [redacted], Applicant Primary Appointment: Faculty of Social Work - Faculty of Social Work, Applicant Rank: Professor, Supervisor Name: N/A, and Supervisor Primary Appointment: [redacted].

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

Section 0-Identification page

- Amendment section (last question on page)

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

Identification

[Send to Aast.](#)
[Send to Collaborator / Co - Investigator](#)
[Delete](#)

Title

Title of Research Application: *

Applicant Information

Name: Dr Adrianna Su

Department / Organization: Faculty of Social Work - Faculty of Social ...

Phone: * Ext:

Email: BLUEFORMUOFT@GMAIL.COM

Rank: Professor

Collaborators/Co-Investigators/Alternate Contact(s)

Please provide a list of other personnel interacting with participants, and at least one alternate contact. *

[Find UT Collaborator / Alt. Contact](#)
[My Collaborators / Alt. Contact](#)
[Find External Collaborators / Alt. Contact](#)

Name	Department / Institution	Email	Phone	Designation	Alt Contact
Krista Montgomery		krista.montgomer@utoronto.ca		Alternate Contact ▾	<input checked="" type="checkbox"/>

Projected Project Dates

Estimated start date for the component of this project that involves human participants or data: *

Estimated completion date of involvement of human participants or data for this project: *

Amendment

Does this Renewal include proposed changes to the study protocol, consent process or documents since the most recent approval? * Yes No

[Next](#)
[Save](#)
[Validate](#)
[Send to Aast.](#)
[Send to Collaborator / Co - Investigator](#)
[Delete](#)

Exclamation marks identify sections/fields to be updated

Please note if there is an amendment

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

Section 1 - History –Progress

History - Progress

Page Help

You have successfully updated the protocol!
 Please indicate the study status.
 Please enter the study summary.
 Please enter issues or concerns with recruitment or data management.
 There are additional errors on the Emergent Issues Screen. Please go to the screen to check the detailed errors.

History Emergent Issues

Study Status

Research participants are currently being recruited / participating
 Research participants will be recruited
 Research participant involvement has been completed
 On Hold - Please elaborate in detail
 Final analysis in progress
 This study involves secondary data analysis only

Participant Numbers

Number of participants originally projected: *
 How many participants that have completed the study? *
 How many are currently participants? *
 How many have withdrawn? *
 How many participants are yet to be recruited? *

Study Summary

Provide a brief summary of study progress, or any interim finding over the past 12 months (100-200 words) : *

Recruitment/Data Management

Please describe any issues or concerns that you have encountered with recruitment or data management : *

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 continuing.ethics.review@utoronto.ca

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 raise@utoronto.ca with any questions.