

Designating a PI Assistant (They will help create a protocol in my name.)

You may designate two types of PI Assistants (PIAs): **1. Staff PIAs; 2. Student PIAs**

1. Staff PIAs

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

Click on:

1. My Research
2. Human Research Protocols
3. PI
4. Designate
5. PI Assistant
6. "Add Designate"

The screenshot shows the 'Administrative Web Services' interface. At the top, there is a navigation bar with 'Welcome', 'Inbox', and 'My Research'. Below this, there is a secondary navigation bar with 'Inbox', 'Research Applications', 'My Research On-line', 'Animal Protocols', and 'Human Research Protocols'. A left-hand sidebar contains a tree view with 'MRHP Help', 'Inbox', 'CO_PI', 'Adhoc Unit Head for Classes', 'Instructor PI', 'PI', 'My Human Research Protocols', 'Board Meetings (PI)', 'Designate', 'PI Assistant', 'Student PI Assistant', 'Reports', and 'Supervisor'. The main content area is titled 'Designate Human Ethics Protocol PI Assistant' and contains a table of 'Assigned Personnel' with columns for Name, Start Date, and End Date. The table lists 'Patrick Boal' with a start date of '26.04.2018' and an end date of '19.04.2019'. Below the table is an 'Add Designate' button.

To protect the security of your data, this application will automatically terminate in 03:31:54. Unsaved work will be lost.

Welcome | Inbox | **My Research**

Inbox | Research Applications | My Research On-line | Animal Protocols | **Human Research Protocols**

MRHP Help
Inbox
CO_PI
Adhoc Unit Head for Classes
Instructor PI
PI
My Human Research Protocols
Board Meetings (PI)
Designate
PI Assistant
Student PI Assistant
Reports
Supervisor

Designate Human Ethics Protocol PI Assistant

This transaction allows you to designate non-faculty University of Toronto employees as Assistants. This will allow the designated individual(s) access to your Human Participant Research Ethics Protocols.

Assigned Personnel

Name	Start Date	End Date
Patrick Boal	26.04.2018	19.04.2019

Add Designate

7. Fill in at least one search criterion
8. Click "Search", click on the name from the pick list to select
9. Insert "End Date" for role as PI Assistant
10. Click "Add Designate"

The screenshot shows the 'Designate Human Ethics Protocol PI Assistant' page. A search criteria box is highlighted with a red oval and a blue arrow labeled '7'. Below it, the 'Assigned Personnel' table shows 'Patrick Boal' with a red circle around the search icon and a blue arrow labeled '8'. A modal window titled 'Assign Designate' is open, showing a 'Please enter a validity period' dialog with 'Start Date' set to '03.05.2018' and an empty 'End Date' field, both circled in red with a blue arrow labeled '9'. Below the modal, a list of names is shown, with 'Esther Lambert' highlighted in yellow and a blue arrow labeled '10' pointing to it. A blue callout box on the left says 'Click on the name to select'.

2. Student PIAs

Designate the Student as a Student PI ASSISTANT (this will set them up with the role to support the supervisor in the development of protocols in the supervisor's name)

Log into My Research at <http://aws.utoronto.ca/services/my-research-mr/>.

Click on:

1. My Research
2. Human Research Protocols
3. PI
4. Designate
5. Student PI Assistant
6. "Add Designate"

The screenshot shows the 'Designate Student Human Ethics Protocol PI Assistant' page. A blue arrow labeled '1' points to the 'My Research' tab in the top navigation bar. A blue arrow labeled '2' points to the 'Human Research Protocols' sub-tab. In the left sidebar, a blue arrow labeled '3' points to the 'PI' menu item, a blue arrow labeled '4' points to the 'Designate' sub-menu item, and a blue arrow labeled '5' points to the 'Student PI Assistant' option. In the main content area, a blue arrow labeled '6' points to the 'Add Designate' button. The 'Assigned Personnel' table is empty, showing 'No Personnel Assigned'.

7. Fill in at least one search criterion

8. Click "Search", select the student from the pick list
9. Click "Add Designate"
 - The Student's access will be active the DAY AFTER the role is assigned.

The screenshot shows the 'Administrative Web Services' interface for the University of Toronto. The main heading is 'Designate Student Human Ethics Protocol PI Assistant'. Below this, there is a search criteria form with fields for 'First Name' and 'Last Name' (containing 'Lamb*'). A red circle highlights the search criteria fields, with a blue arrow labeled '7' pointing to it. Below the search criteria, there is a table for 'Assigned Personnel' with a 'Search' button circled in red and a blue arrow labeled '8' pointing to it. To the right, an 'Assign Designate' dialog box is open, showing a 'Please enter a validity period' section with 'Start Date' and 'End Date' fields. The 'Add Designate' button in the dialog is circled in red, with a blue arrow labeled '9' pointing to it. A blue callout box on the left says 'Click on the name to select' with an arrow pointing to the 'Name' column of the 'Assigned Personnel' table.

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