

How do I let my Co-applicant(s) etc. edit/develop my protocol?

All University of Toronto faculty members have been assigned the role of Co-PI, with the exception of U of T faculty members whose primary appointment is at an affiliated hospital.

Steps

1. Select the name of the Co-Investigator/Co-Applicant/Collaborator
2. Designate the person as a Co-Investigator/Co-Applicant or Collaborator
3. Click the “Send to Collaborator...” button (if you have just added the person’s name you will need to Save the protocol first)
4. Enter the Return Date and select the Co-Investigator /Co-Applicant/Collaborator to whom you want to send the protocol and click the “Send” button

Identification

Next Save Send to Asst. **Send to Collaborator / Co - Investigator** 3

Page Help

Title
Title of Research Application: * Sample Human Protocol

Applicant Information
Name: Dr Adrianna S
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Rank: Professor

Send to a U of T Faculty Member Co-Investigator/Collaborator
Return Date:
Name Email
AMSRIS02 AMSRIS02
4
Send to Collaborator / Co - Investigator
You will **NOT** be able to edit the protocol until it is returned to you.
Why can't I see my Collaborator / Co - Investigator?

Collaborators/Co-Investigators/Alternat
Please provide a list of other personnel interacting with participants, and at least one alternate contact: *
Do not provide names of students covered by course template.
Find UT Collaborator / Alt. Contact 1 Alt. Contact Find External Collaborators / Alt. Contact

Name	Department / Institution	Email	Phone	Designation	Alt Contact
AMSRIS02	AMSRIS02	AMSRIS02	Phone	Collaborator & ... 2	

This sends the protocol to the user’s My Research Inbox for action. As part of the process, they will automatically be sent an email informing them that the protocol has been sent.

When you “Send” the protocol to someone else for action, you will **not** be able to edit the protocol until it is returned to you. The protocol will be returned to you when one of the following takes place:

- The recipient clicks the “Forward to PI” button, or
- The Return Date passes

Your U of T Co-Investigators/Co-Applicants/Collaborators can view the protocol from the Co-PI tab.

Protocol documents which have not yet been submitted appear on the “Unsubmitted” tab.

If you do not see the name of your Co-Investigator /Co-Applicant/Collaborator in the pop-up, one of the following conditions may apply:

- The name has not been added to the list of Co-Investigators /Co-Applicants/Collaborators for the protocol
- The application has not been saved since the name was added
- The name was not added from the “Find UT Collaborator” search

(If the user’s name was originally add to your “My Collaborators” list from the “Find UT Collaborator” search, the name may be selected from this list.)

If the user still does not appear please contact the Help Desk 416 946-5000 as there may be a problem with the user’s information.

To display the Co-I’s protocol click on:

1. My Research
2. Human Research Protocols
3. Co-PI
4. Co-PI Human Research Protocols
5. HP to select
6. Load Protocol button

The screenshot shows the 'Administrative Web Services' interface. At the top, there is a security warning: 'To protect the security of your data, this application will automatically terminate in 03:00:05. Unsaved work will be lost.' Below this is a navigation menu with 'Welcome', 'Inbox', and 'My Research' (highlighted with a blue arrow and '1'). Under 'My Research', there are sub-menus: 'Inbox', 'Research Applications', 'My Research On-line', 'Animal Protocols', and 'Human Research Protocols' (highlighted with a blue arrow and '2'). On the left side, there is a sidebar menu with 'MRHP Help', 'Inbox', 'CO_PI' (highlighted with a blue arrow and '3'), and 'Co-PI Human Research Protocols' (highlighted with a blue arrow and '4'). Below this are links for 'Adhoc Unit Head for Classes', 'Instructor PI', 'PI', and 'Supervisor'. The main content area has a header with 'Click protocol to select it, then click the relevant button.' and two tabs: 'Human Protocol for Co-PI/Collaborator-Submitted (0)' and 'Human Protocol for Co-PI/Collaborator-UnSubmitted (1)'. Below the tabs is a table with columns: 'Protocol #', 'Submission Type', 'HP Title', and 'Applicant Name'. The table has one row with 'Original' under 'Submission Type' and 'Sample Human Protocol' under 'HP Title'. Above the table, there are controls: 'View: [Standard View]', 'Open Folder View', 'Load Protocol' (circled in red and highlighted with a blue arrow and '6'), 'Load AER', 'Load PDR', and 'Export'.

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