

## How do I designate a Student PI? (They will create a protocol in their name.)

There are two ways in which a Supervisor can designate their students and postdocs as MRHP PIs:

1. **Course related designation;**
2. **Non-Course related designation.**

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

### 1. **Student PI – Course Related Projects**

Click on:

1. My Research
2. Human Research Protocols
3. **Supervisor**
4. Designate
5. Student PI – Course Related Projects
6. Follow the on-screen instructions to complete the set-up of students for the class
  - the list of your current courses is provided by ROSI

The screenshot shows the 'Administrative Web Services' interface. The navigation menu on the left has 'Supervisor' (3) and 'Designate' (4) highlighted. Under 'Designate', 'Student PI - Course Related Projects' (5) is selected. The main content area shows 'Manage My Classes' with a 'Please choose a Course' dropdown and a table of available courses. The table has the following data:

Course	Description
GGR357H1	Housing & Commun Dev
INI339H1	Divided City / United City
SWK4422H	Social Housing and Homelessness
UCS1000H	Community Development

The right-hand sidebar contains instructions: 'Course-based research that is a minimal risk should be reviewed by the respective Delegated Ethics Review Committee (DERC), if there is one. This is a process outside of MRHP. If there is no DERC, then please continue with this process.' Below this, it says '1. Select a Course' and '2. Click "Class Details"'. A callout box (6) says 'Instructions to complete the set-up of students for the class'. A warning note states: 'This function relies upon course data provided by ROSI. If the list of your courses is inaccurate or incomplete, please contact your ROSI administrator to update the data in ROSI.'

### 2. **Student PI - Non-Course Related**

Click on:

1. My Research
2. Human Research Protocols

3. Supervisor
4. Designate
5. Student PI - Non-Course Related
6. "Add Designate"

UNIVERSITY OF TORONTO | Administrative Web Services

To protect the security of your data, this application will automatically terminate in 03:38:42. Unsaved work will be lost.

Welcome | Inbox | **My Research** | 1

Inbox | Research Applications | My Research On-line | Animal Protocols | **Human Research Protocols** | 2

MRHP Help  
Inbox  
CO\_PI  
Adhoc Unit Head for Classes  
Instructor PI  
PI  
Supervisor | 3  
My Students' Protocols  
Designate | 4  
Student PI - Course Related Projects  
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### Designate Student Human Ethics Protocol PI

Assigned Personnel

Name	Start Date	End Date
Christopher	01.05.2018	01.05.2019
Krista	25.04.2018	25.04.2019

**Add Designate** | 6

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.

To protect the security of your data, this application will automatically terminate in 03:53:38. 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
- Supervisor
  - My Students' Protocols
  - Designate
    - Student PI - Course Related Projects
    - Student PI - Non-Course Related

## Designate Student Human Ethics Protocol PI

**Assigned Per:** Search Criteria

Name	First Name:	<input type="text"/>
Christophe	Last Name:	<input type="text" value="lamb"/>
Krista Mor	Email Address:	<input type="text"/>

Click on the user name in the Search Result to select the Designated user.

Name
Adam Lambro
<b>Adrian Lambe</b>
Alexandra
Benjamin Lamb
Blake Lambi

**Assign Designate**

Please enter a validity period

Start Date:     End Date:

  

Please contact the RAISE Helpdesk at 416-946-5000 or [raise@utoronto.ca](mailto:raise@utoronto.ca) with any questions.