How do I review my Student PI's protocol?

- Supervisor will receive an email notification with a link to MRHP when a student/post-doc submits a protocol
- Supervisor will find the protocol for review in MRHP Inbox as a "Review" task
- Supervisors may not alter the protocol with the exception of Funding Information

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

Click on:

- 1. Inbox
- 2. Click on the protocol title in the Subject column to reach the Supervisor Review window. (If nothing happens when you click the button, please confirm that your browser pop up blockers are not on.)

CONTRACTOR Administrative Web Services										Log off			
											Welcome: Test Userid	01 - RIS	Systems
To protect the	security of	your data, thi	is application will	automatically termina	ate in 03:56:49. Uns	saved work will be lost.							-
Welcome In	(9 / 25)	(1) ks	ielf-Service My i	tesearch								1	Full Screen
Show: All	•										4	72	
System	Number	Task	Doc Type	Subject		Fr	om	Due Date	Sent Date	∓ Other	Status		
MRHP	00035447	Review	Original	MRHP - Protocol 01	(2)	м	s K		Today	Health Sciences REB / Risk Leve	I-3 New		
MRHP	00035446	Review	Original	MRHP - Student Protocol	1	м	s K		Today	Health Sciences REB / Risk Leve	l-3 New		

In the Supervisor Review window you can do the following:

- 3. Display the Student PI's Protocol
- 4. Add or remove a Funding Source
- 5. "Approve" to send to the relevant Unit Head or "Return to PI" for revision

Supervisor Review

Task Application										
Protocol Information										
Protocol Number:	00035447									
Protocol Title:	MRHP - Protocol 01									
Protocol Type:	Original									
Applicant Name:	Ms K									
SubmitType:	Investigator									
SubmitDate:	03.12.2017									
		_								
do Display Protocol										
Funding										
Select all funding s	ources that apply									
External Fundin	ng Administered U of T									
Add 📀		.)								
App #	Spo	nsor/Program	Status	Peer Reviewed						
1 500352	Univ	of Northern British Columbia	Awarded							
Internal U of T	Funding									
Non-U of T Adr	ministered Funding									
Unit Head										
Name		Email								
Dr Fi										
Dr B										
L										
Undertaking										
As the Faculty Supervisor on this project, my Approval testifies that I have reviewed and approve the scholarly merit of the research project and this ethics protocol submission. I										
will provide the necessary supervision to the student researcher throughout the project, to ensure that all procedures performed under the research project will be conducted in										
accordance with university, provincial and national policies and regulations that govern research involving human subjects. This includes ensuring that the level of risk inherent to the project is managed by the level of research experience that the student has, combined with the extent of oversight that will be provided by me and/or On-site Supervisor.										
		4								
The Assessment of the	Sava Ol Datura to Ci									
Approve D	Save (= Return to PI									

To Add funding:

- If your student's research is being supported by your funding this information should be added on the supervisor's approval screen.
- 1. Select the funding source (check box)

- 2. Click Add
- 3. In the pop up window select the fund by clicking on the Fund # (line is highlighted)
- 4. Click the Add Fund button

naing				Б	ternal Funds			
ect all funding sources that	apply				Fund #	Sponsor	Status	Peer Review
 External Funding Administer 					492809	Social Sciences & Humanities	Awarded	V
Add	(2)		N		500352	Univ of Northern British Columbia	Awarded	
App #	Sponsor/Program	Status	Pe 3		503445	CIHR - Grants	Awarded	✓
500352	Univ of Northern British Columbia	Awarded			503446	CIHR - Grants	Awarded	2
					503447	Research and Innovation (ON), Min o	Awarded	v
Internal U of T Funding Add				L	Add Fund			X Car
Source		Status	Peer Reviewed					
i No internal funding sel	ected							
Non-U of T Administered Fur	nding							
Source & Type		Awarded / Applied For	Peer Reviewed					

To add notes to the protocol click Display Protocol button

- Please be advised that Notes can be read by any user who has access to the protocol, e.g. a PI, a PIA, an REB member
- 1. Click Notes link
- 2. Click New Note

⇒	0 - Identification	Identification							
	1 - History - Progress 2 - Location 3 - Agreements and Reviews 4 - Retential Conflicts	Next							
	5 - Project Details 6 - Participants and Data								
	7 - Investigator Experience	Title							
	8 - Possible Risks and Benefits	Title of Research Application: *	IRHP - Protocol 01						
	<u>9 - Consent</u> 10 Debrief Discerningtion & Withdrawal								
	11 - Confidentiality and Privacy						_		
	12 - Level of Risk & REB	Applicant Information			Faculty Sponsor Information	on			
	13 - Documents Summary	Name: Ms	к		Please select sponsor: * D	r A ₁			
	14 - Undertaking	Department / Organization: N/A	A.		Department / Organization: Faculty of Social Work - Faculty of Social Work				
		Phone: 41	6-978 Fyt		Phone: 41	6-978-			
RIS HP #:	00035447		Notes For: RIS Num: 35447 HPR Num:6403				-		
RIS HP Stat	us: Under review by Supervisor / Sponsor : (Email: BL						-	
Additional H	IP Details	Rank: N/							
Notes (C Status Histo Change His		Research 2	Vser Created Notes System (Generated Notes					
Generate	PDF								
Protocol Fo	rm Instructions	Collaborators/Co-Investigate	▶↓ Open All ▶↑ Close All Subject			Created By	Created On		
*indicates a	mandatory field	Please provide a list of other pers	There are no notes.						
		8 0 -	asdfasdf	Butoronto ca	as	Alternate Contact		_	
		Would you like to forward the prote	acol to a University of Toronto Co-Investigator/C	laborator for input?	0.9				
	ſ	Troub you me to forward the prote	Conto a University or Toronto Co-Investigator/C	macon alor for input?					
		Projected Project Dates							
		Estimated start date for the con Estimated completion date of in-	nponent of this project that involves human part volvement of human participants or data for this	cipants or data: 02.10. project: 26.10.	2017 2017				

- 3. Fill in Subject and Note Text
- 4. Click Create Note or Create & Notify (to send a notification to another user that a note has been created)

Kis ne status, under review by supervisor / sponsor, i	Crital.	Notes For: RIS Num: 35447 HPR Num:6403	
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Generate PDF			
Protocol Form Instructions			
	Collaborators/Co-		
*indicates a mandatory field	Please provide		
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Please contact the RAISE Helpdesk at 416-946-5000 or <u>raise@utoronto.ca</u> if you have any questions.