Principal Investigators – My Research – Animal Protocols (MRAP) Tip Sheet

Contents

System Requirements

Browsers

MRAP is compatible with Internet Explorer, Firefox, Chrome and Safari. Microsoft Edge and mobile devices are not supported at this time.

Pop-ups must be enabled.

Landing Page

The My Research – Animal Protocols (MRAP) system is an extension of the My Research – Applications system. MRA, MROL and now MRAP may all be accessed from the same landing page –

https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/   (bookmark for future reference)

When you click the "Login to MR" button on the landing page you will be taken to a login page

Logon

Enter your UTORid username & password

(**Do NOT bookmark the login page** – it will only function when you have been passed from the landing page.)

Logout

In order to protect your data from unauthorized intrusion **be sure to click the "Log off" button** when you are finished working on the system. Closing the browser is not sufficient. The **Log off** button **only** appears on the main page and not on pop-ups.

As an additional security measure, your session will automatically be terminated 4 hours after you initially log in. Unsaved data will be lost.

Administrative Web Services Welcome Page

With the addition of new services such as ESS, (and more to come), to the Administrative Web Services portal, it was necessary to introduce a new welcome page and an additional level of navigation. There are now three levels of navigation. The top level allows you to move from the Welcome Page to different systems, currently My Research and My HR & Equity, and the Inbox.

Hint: You don't need to answer the security questions under the HR & Equity tab to access either the Inbox or the My Research system.

The Inbox is where you will find protocol documents[1] which have been returned to you for revision or Post Approval Review documents[2] that have been sent to you for completion or revision. (Protocol documents which have been created but not submitted to the LACC will not be in the Inbox – see Submitted vs. Unsubmitted for instructions on how to access these documents)

1. Countdown timer
2. Top level navigation
3. Log off button

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[1] Protocol documents consist of Original applications, Amendments, Renewals and Protocol Completion Reports
[2] Post Approval Review documents consist of the Pre-Visit Questionnaires and Final Reports

Submit a Protocol Document

PI's List of Protocols

1. Select **My Research** from top level navigation bar
2. Select **Animal Protocols** from second level navigation bar
3. Select **My Animal Protocols** from third level navigation (you may have to open the **Animal PI** tray)
4. Protocol list - two tabs
   - **Protocol Search for PI – Submitted (x)**
   - **Protocol Search for PI – Unsubmitted (x)**
5. Action buttons
6. Results filter
7. Selection button
8. Protocol header information

Create New Original Applications

To create a new protocol click through the following path:
 My Research << **Animal Protocols** << **My Animal Protocols** << action button **Create New Protocol**.

This will launch a pop-up with the user interface for the protocol application form. Before proceeding you will be asked to select the type of protocol you are submitting. Most submissions will be University of Toronto protocols – the first option.

If your animal research is taking place solely at one of the affiliated institutions listed, but your funding is administered by the University, choose the second option. If the second option is selected you will be asked to fill in a very short cover sheet which identifies the funding administered by the University and to attach a copy of the approval letter from the affiliated institution.
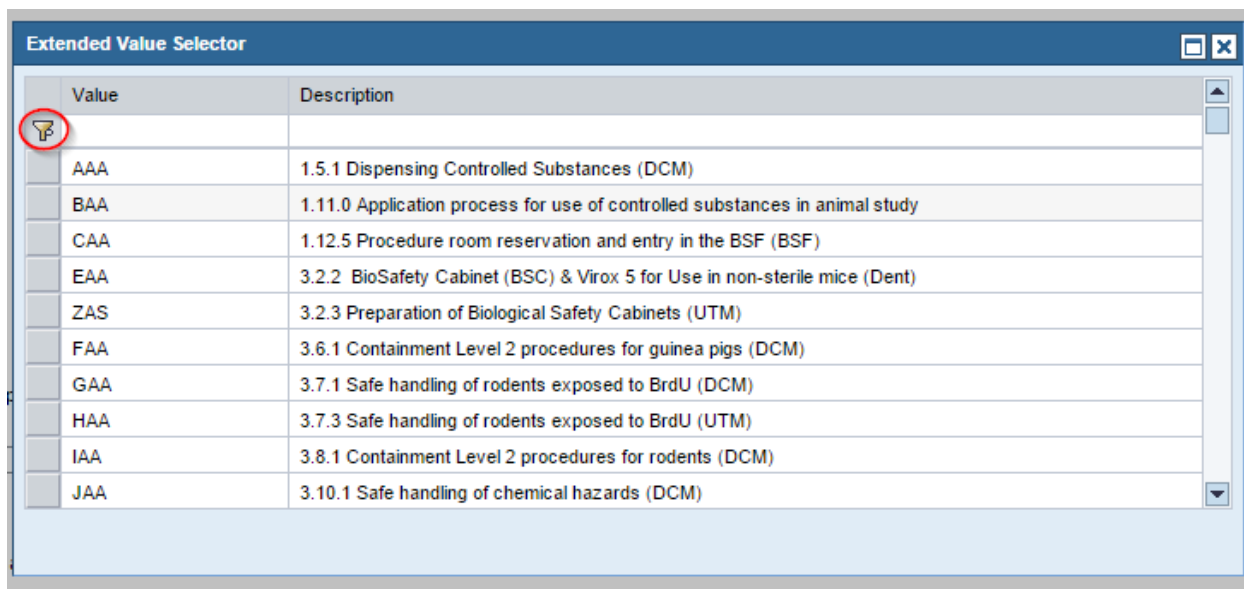
University of Toronto Animal Protocol Form

The protocol form is broken into ten primary sections and a number of sub-sections. Not all sub-sections will be activated depending upon your answers to questions in the main screens.

Navigating from one page to the next will save the contents entered on the page.

Fields marked with a red asterisk (*) are mandatory.

Hint: When selecting a response from a long list of items, use the filter by typing a partial Description and pressing enter to get a shorter list of values.

Extended Value Selector		□ ✕
Value	**Description**	
AAA	1.5.1 Dispensing Controlled Substances (DCM)	
BAA	1.11.0 Application process for use of controlled substances in animal study	
CAA	1.12.5 Procedure room reservation and entry in the BSF (BSF)	
EAA	3.2.2 BioSafety Cabinet (BSC) & Virox 5 for Use in non-sterile mice (Dent)	
ZAS	3.2.3 Preparation of Biological Safety Cabinets (UTM)	
FAA	3.6.1 Containment Level 2 procedures for guinea pigs (DCM)	
GAA	3.7.1 Safe handling of rodents exposed to BrdU (DCM)	
HAA	3.7.3 Safe handling of rodents exposed to BrdU (UTM)	
IAA	3.8.1 Containment Level 2 procedures for rodents (DCM)	
JAA	3.10.1 Safe handling of chemical hazards (DCM)	

Help in completing the contents of the form

The "Protocol Form Instructions" on the sidebar opens a help page on the Vice President Research and Innovation website that provides information on the **entire** form. The "Page Help" will take you directly to that section of the larger help document which is relevant to the current page. In addition, examples and explanations are embedded within many of the questions, either through the use of a standard text hyperlink, (blue underline) or the "?" icon.

Submission and Error Messages

To submit the application you must confirm your acceptance of the terms of the Undertaking. When you subsequently click submit on the Undertaking page, the system will perform a validation check for completion of all mandatory fields. In the event that validation fails, the document will not submit and the sections with errors will be flagged with a red exclamation point "!" in the side menu. When you navigate to the marked page a detailed error message will be displayed.

Submitted vs. Unsubmitted Documents

MRAP handles the protocol process by splitting it into two parts using the submission for review as the dividing line:

1. The development of the protocol document; and,
2. The review, and if required, revision process.

The first part of this process, the development process, utilizes the **Protocol Search for PI – Unsubmitted (x)** tab. (1) Development of a protocol is time intensive, so MRAP allows users creating a new protocol, (or amendment, or renewal or completion report) to save a document and return to it at a later date.   At this stage you may also forward a document to a PI Assistant (PIA) for action. Conversely a PIA may create a protocol document and forward it to the PI.

These saved, but not yet submitted documents, and any back and forth between a PI and PIA make use of the Unsubmitted tab. In order to access the document so that you can continue working on it, you **must** access the document through the Unsubmitted tab.

NB: If you forward an unsubmitted document to your PIA, your PIA must return the document to you in order for you to submit the document for review.

Once a document has been submitted for review it may be accessed by the Submitted (2) tab which links to the Folder View (details below).

NB: If a document has been returned to you from an Animal Care Committee for revision prior to approval, you must access the document via the **Inbox.** If

The (x) in the tab marker equals the number of documents contained under the tab.

Create Amendments

Amendments utilize the same user interface as the Original Protocol submission process. Select the protocol for which you would like to submit an amendment by clicking on the selection button on the left hand side of the list of your submitted protocols. Then click on the Create Amendment button. Only approved protocols may be amended (hint - the protocol will have an expiry date). If you have started an amendment for a protocol but have not submitted it, the Create Amendment button will not be activated when you select the protocol. The unsubmitted amendment to the protocol will be found under the "Unsubmitted" tab.

Next ▶ | 💾 Save | 📇 Send to Asst.

Page Help

PI Name: Dr
Personnel #:   (
Rank/Position: Professor
Email Address: BLUEFORMUOFT@GMAIL.COM
Business Telephone: 416-978-
Laboratory Telephone: *   555-555-5555
Emergency Telephone: *   555-555-5555
Campus Mailing Address: *   test test

Protocol Title: Testing Review Comments 2 to vet

Indicate if this is a minor or major amendment: ❓   ☐ Minor   ☐ Major
Minor amendments are uncomplicated changes to the protocol that do not affect animal use or welfare.
Major amendments are changes to the protocol that may affect animal use or welfare, but do not increase the category of invasiveness.

Click the ? for full description and examples.

Justification for proposed Amendment(s)
List the section(s) which you propose to amend and enter [...] roposed amendment(s) in the sp[...]

Revise the relevant sections as required.

Detailed explanation

Minor/Major Flags

Amendment Justification

On the first screen of an amendment you will be asked to indicate if this is a minor or a major Amendment. A brief description of the characteristics of a minor and major amendments is provided on screen and a more detailed description with examples can be displayed by clicking on the "?" icon.

You will also be asked to provide a **brief** justification for the proposed amendment and to indicate which sections of the protocol you wish to amend. **The relevant sections of the protocol should then be amended**. FYI – some sections of the protocol may not be amended, e.g. the species cannot be changed via an amendment.

Create Renewals

Select the protocol for which you would like to submit a renewal by clicking on the selection button on the left hand side of the list of your submitted protocols. Then click on the Create Renewal button. Only approved protocols may be renewed (hint - the protocol will have an expiry date). If you have started a renewal for a protocol but have not submitted it, the Create Renewal button will not be activated when you select the protocol. The unsubmitted renewal to the protocol will be found under the "Unsubmitted" tab.

Renewals utilize the same interface as the original protocol and are built on the currently approved version of the protocol, e.g. if you submitted an original protocol and subsequently amended the protocol the renewal would be based on the amended version of the complete protocol. As a result most fields will already be populated. The 3Rs section of the protocol and the History of Protocols,

where you outline the progress in the most recent year, will require completion before the renewal can be submitted.

Protocols may be renewed on an annual basis, to a maximum of three renewals.

Responding to Requests for Revisions

When a document is returned for revision prior to approval you will receive an email notification. To revise the document log in to MR and go to the **Inbox.**

Click on the title of the document to be revised.

There are two ways in which comments may be viewed. You may view all the comments by selecting Reviewer Comments on the side menu.

Once you have accessed this screen you may Expand All to view any comments on all the sections or click on the tray icon to open comments on an individual section.

You may also view the comments as you move through the sections of the protocol. Clicking on Review Comments in a section of the protocol will generate a pop-up with the LACC's comments.
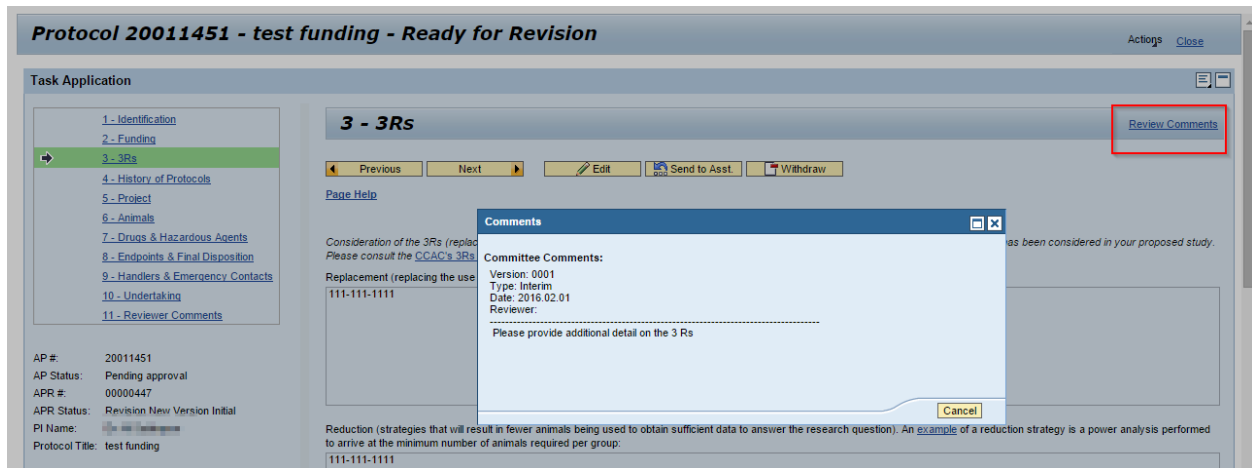
You may forward the Revision task to your PIA(s) but your PIA must return the document to you for re-submission to the LACC.

Putting Back a Document in the Inbox

When a document is returned from an LACC for revision, the task will appear in the **Inbox.** If you then forward the task to your PI Assistant it goes to the PIA's Inbox. If you have multiple PIAs it will appear in all the PIAs' Inboxes until one of them opens the task. Once opened by one PIA it is owned by that PIA and it will disappear from all the other PIAs' Inboxes.

If the wrong PIA has claimed the document, he/she must Put Back the document in order for another PIA to claim the document.
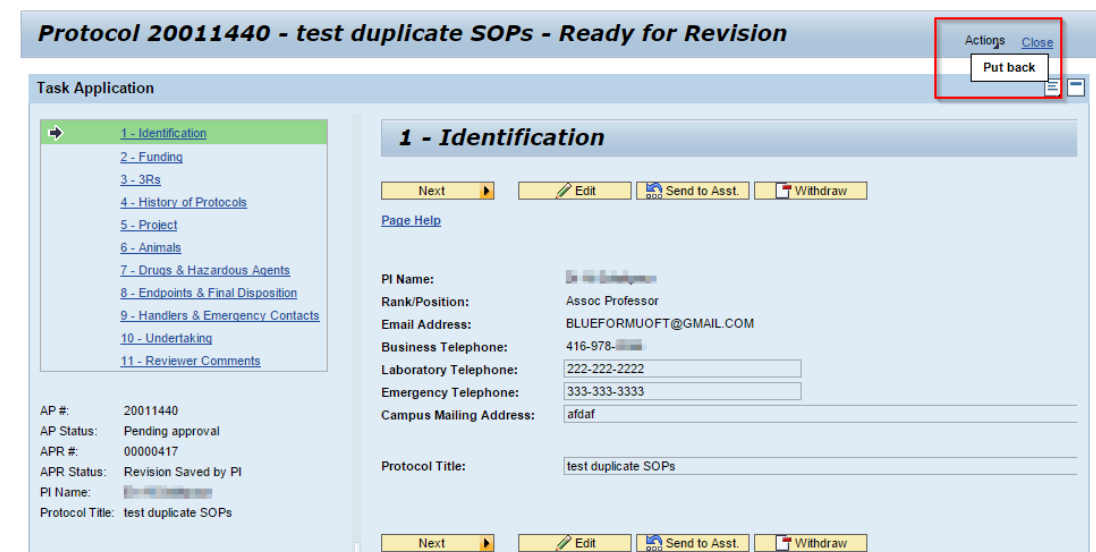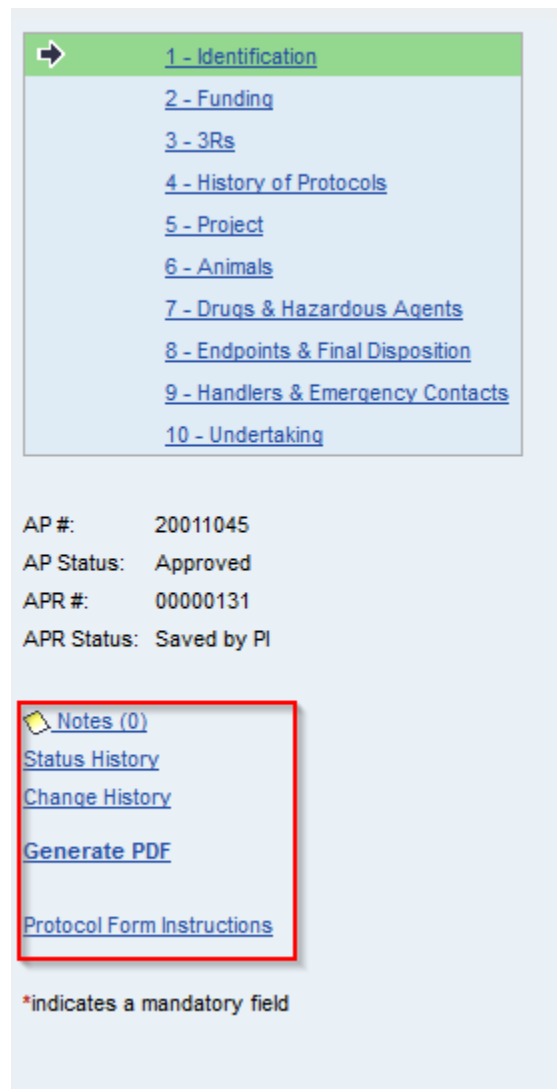
To Put Back a document click on Actions in the upper right of the screen and then click Put Back.

Create Protocol Completion Report

The Protocol Completion Report (PCR) is required when animal research using the protocol has been completed. The PCR should be completed at the point animal work conducted under a protocol has been completed. For ongoing research, a PCR on the protocol will be required after 4 years, (Original, Renewal 1, Renewal 2, Renewal 3). A continuation of work beyond four years will require the creation of a new protocol. The PCR is built on the History of Protocols questions. In addition to the questions found in the History section, you will be asked to briefly outline the research progress made over the entire length of the protocol.

Additional Common Functionality

In addition to the functionality described above, the Original, Amendment and Renewal user interfaces share functionality for Notes, Status History, Change History, Generate PDF, and Protocol Form Instructions.

The **Protocol Form Instructions** link will take you to the top of the instruction page. The Page Help links referenced above are anchored to the page specific sections of the help document.

The **Generate PDF** link will create a PDF of the current document which may be saved locally.

Notes

Notes may be created and read by any user who has access to the protocol, e.g. a PI, a PIA, an LACC member. There are two types of Notes; system generated notes and user created notes. System generated notes are the notifications which are generated by MRAP when a task has been assigned to a user.   User created notes are, as the title implies, are created by MRAP users.

The number in the bracket is a counter for the number of user generated notes for the protocol.

To create or view existing notes click on the Notes link in the side navigation panel. A pop-up window will be

generated which will allow you to search and view existing notes or create new notes. Click on New Note to create a new user generated note.
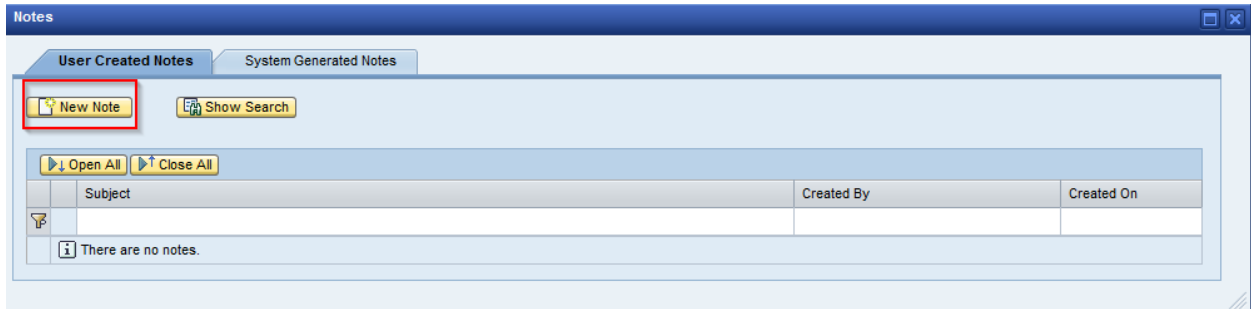
A new pop-up window will open to allow you to enter a subject line and the note text. Both fields are mandatory. You may then simply create the note, (click Create Note), or send a notification to another user that a note has been created, (click Create & Notify).
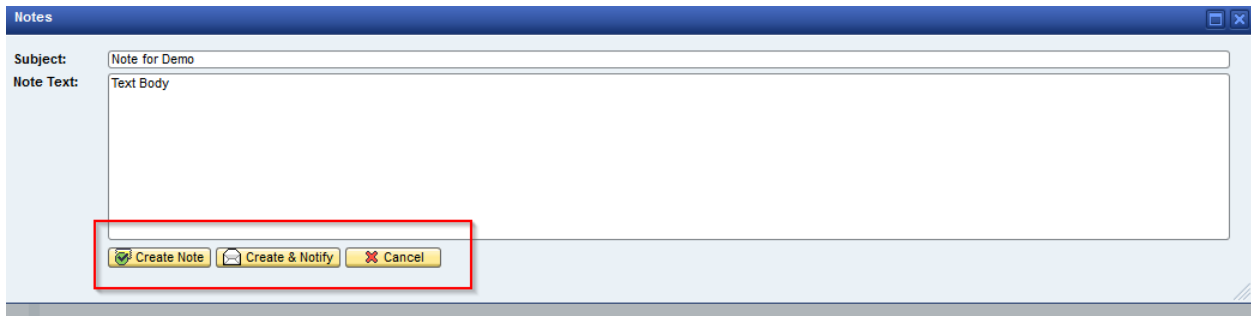
If you choose to notify another user that the note has been created a search box will pop-up. As it is likely that many of the notes will be directed toward the PI, a feature has been added to allow the user to simply tick the box to notify the PI. When you click the Send button the user will get an email notification that a note has been added to the protocol. To encourage capture of any protocol related correspondence within the MRAP system, the recipient must login to the My Research system to see the note contents.
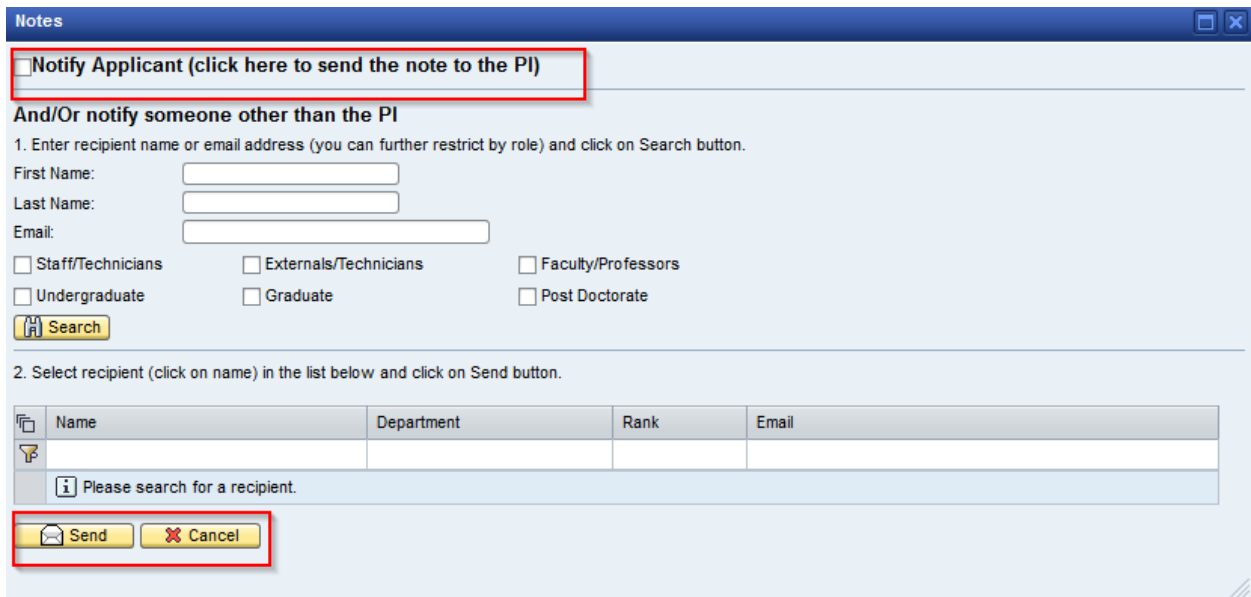
Status History

The Status History link generates a report in a pop-up window. This report allows users to trace the history and current state of the protocol review process, e.g. Under Review by Committee. All status are tracked by date and time. Where a document has been returned for Revision a new version number will be displayed in the left hand column.

Protocol Status History Report

APR Document #: 00000084

View: [Standard View] ▾ | Export ⬥

Animal Protocol Record Version	Sequence Number	Animal Protocol Record Type	Submission Type	User RIS Role	MRAP Status Text	Date	Time
1	1	O	Original	AN_PI	Initial	20.03.2015	11:03:08
1	2	O	Original	AN_PI	Saved by PI	20.03.2015	11:03:08
1	3	O	Original	AN_PI	Submitted by PI	20.03.2015	11:05:27
1	4	O	Original		Under Review by ORE	20.03.2015	11:05:33
1	5	O	Original		Sent to Committee by ORE	20.03.2015	11:11:34
1	6	O	Original		Under Review by Committee	20.03.2015	11:11:34
1	7	O	Original		Approved by Committee	20.03.2015	11:38:12
1	8	O	Original		Under Review by Committee Chair	20.03.2015	11:38:13
1	9	O	Original		Approved by Committee Chair	30.03.2015	11:19:50

☒ Close

Change History

The Change History generates a report which outlines the changes made between the current version of the protocol and the previous version of the protocol. If an original protocol application is sent back for revision, the change report will display the differences between the current version of the protocol and the previous version of the protocol.   Only those sections and fields which have been altered will be shown. To see the actual changes, open the tray associated with the protocol section which has been changed by clicking on the Tray Opener/Closer icon. On the left hand side of the screen you will see the fields from the previous version of the protocol which have been changed and on the right hand side of the screen you will see the current version of these fields.   When a new amendment (or renewal) is created, the change report will compare the new document with the currently approved version of the protocol. In the example below a new amendment has been developed. The Tray Names correspond to the sections of the protocol with the exception of the Change Summary Tray which displays detailed identification information on the protocol documents being compared.

Animal Protocol Change Report

APR Number 131
APR Version 0001
Change type Submission

Show ONLY changed Fields? ⦿ Yes ◯ No, show all fields.

☒ Close

Change Summary ▣

Identification ▬

Previous Document	Current Document
Justification for proposed Amendment(s):	Additional animals are required. New students have been added to the team

Tray Names

Tray Opener/Closer

Handlers & Emergency Contacts ▬

Previous Document

Emergency Contacts :

Name	Department	Rank	Email	Training History
Robert ████		Externals/Technicians	██████@utoronto.ca	

Current Document

Emergency Contacts :

Name	Department	Rank	Email	Training History
Robert ████		Externals/Technicians	████ ████@utoronto.ca	
████ Singh		Graduate Students	█████████utoronto.ca	
████ Singh		Graduate Students	███ █████@utoronto.ca	

Folder View

The Folder View provides access to all documents associated with a protocol; any Currently Approved version of the protocol, the Original application and any Amendments, Renewals, Protocol Completion Report and Post Approval Review documents.

To access the Folder View click on the **Animal Protocols** folder to see a list of your protocols, select the **Protocol Search for PI – Submitted** tab and then either click on the relevant **Protocol Title** or select the protocol and click the **Open Folder View** action button.

Protocol 20010898 - Bioscience facility

Title: Bioscience facility
Applicant: Dr ███████
Current Expiry Date: 2015-10-22
Original Approval Date: 2014-10-22

🔍 View Currently Approved   🔍 View Last Submitted

| Currently Approved ✔ | Originals ✔ | Amendments | Renewals | Procotol Completion Report | Post Approval Reviews |

Currently Approved

Document #	Document Type	Valid From	Valid To
00000863	Original	2014-10-22	2015-10-22

The "check" mark indicates that there are related documents under the tab.

Approval Letter

When your protocol is approved you will receive an email notification. Should you require a copy of the approval letter for your protocol, open the Currently Approved version of the protocol and click on the Create PDF link in the side bar. The system will generate a PDF of the protocol and append a copy of the approval letter to the protocol.

Animal Counting

The functionality for counting animals on a protocol by protocol basis has been provided to PIs, Research Assistants, PI Assistants and Facility Staff**. To avoid erroneous counting, please be sure to confirm who will assume responsibility for counting the animals on your protocol.**

To access the Animal Counting functionality you must be in the Animal Protocols folder. Click on the Animals label in the Tertiary Menu in the side panel and you will see two sub-labels; PI's Animal Entry and PI's Animal Transfer.

PI's Animal Entry

Click on PI's Animal Entry. Select the protocol for which you want to update the animal numbers by clicking on the box at the left of the record. Clicking on the title will take you to the Protocol Folder View. If you want to update numbers for more than one protocol you can hold the Ctrl key while selecting multiple protocols or by holding the Shift key to select a range.

Once you have made your selection(s) click on the **Enter Animal Numbers** icon in the action bar.

Animal Counting

Protocol # ▓▓▓▓

Approval Date:	29.07.2015	Expiry Date:	14.07.2016	LACC:	Faculties of Medicine and Pharmacy LACC	Cat. of Invasiveness:	C
Facility:	Div of Comp Med / CCBR	Facility Room:	DCM	Species:	Mice		
Last Updated By:	Rhain Louis	Last Updated On:	26.05.2016	PCR Submitted:	No		

Source	Total Approved (A)	Previously Assigned to Protocol (B)	Additional Assignment to Protocol (C)	Assigned from Other Protocol (D)	Total Assigned (E=B+C+D)	Previously Euthanized/Released from Study (F)	Newly Euthanized/Released from Study (G)	Assigned to Other Protocol (H)	Total Removed (I=F+G+H)	Remaining (J=A-E)	On Hand (K=E-I)
Purchased/Acquired	300	0	0	25	25	0	0	0	0	275	25
Bred	0	0	0	0	0	0	0	0	0	0	0
Captured	0	0	0	0	0	0	0	0	0	0	0

Number Remaining: 275   **Number On Hand:** 25

[Save] [Clear Entries] [Check] [Cancel]   Enter Numbers

There are two areas on the Animal Counting screen that allow you to enter numbers; Additional Assigned to Protocol and Newly Euthanized/Released from Study. All other fields in this table are purely for informational purposes, e.g. Total Approved will display the cumulative number of animals that has been approved by the LACC from the beginning of the protocol, which includes amendments and renewals.

Additional Assigned to Protocol
Enter the number of animals that are being newly assigned to the protocol. This number will be deducted from the number Remaining (Total Approved minus Total Assigned). Please consult the University of Toronto guidelines for direction on when animals should be considered "assigned to the protocol".

Newly Euthanized/Released from Study
Enter the number of animals that have been euthanized or otherwise removed from the study, e.g. animals that have been adopted. This number will be deducted from the number On Hand (Total Approved minus Total Removed). Do not use this transaction when transferring animals to another protocol.

For either transaction, you will receive an error messages; if you enter more animals than have been approved or remove more animals than have been assigned.

If you have saved your numbers and realize that you have made a mistake and need to reverse your entry you may do so by entering a negative number. If you enter a negative number you will be prompted to enter an explanation.

PI's Animal Transfer

You may transfer animals from <u>one</u> protocol to one or more of your protocols in a single transaction. You many only transfer animals from a protocol with animals on hand and when selecting the recipient protocols you will be limited to protocols with the same species as in the originating protocol.

Click on PI's Animal Transfer in the Side Menu. This will open the list of your protocols with animals on hand **from** which you may transfer animals. You may only transfer animals from one protocol at a time. Once you have selected the Source Protocol click **Select Target Protocols** in the Action Line.

On the Select Target Protocols screen, select the protocol to which you will be transferring the animals. Only protocols which meet the following criteria will be displayed for selection:

- Target Protocols must be the same species as the Source Protocol
- Target Protocols must have # Remaining > 0, i.e. there is room on the protocol to acquire more animals

Once you have selected the recipient protocol(s), click on Transfer Animals action button

Transfer Animals

Source Protocol

Protocol: ▮▮▮▮ Protocol Title: Developmental ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ PI Name: Dr ▮▮▮▮▮▮

Approval Date: 14.07.2015 Expiry Date: 14.07.2016

Source	# On Hand Available (sA)	# To Be Transferred From the Source Protocol (sB)	# On Hand After Transfer (sC=sA-sB)
Purchased/Acquired	20	0	20
Bred	5	0	5
Captured	0	0	0
Total	25	0	25

Target Protocols

Source	Total Approved (A)	Previously Assigned to Protocol (B)	Number To Be Transferred To Target Protocol (D)	Total Assigned (E=B+D)	Previously Euthanized/Released from Study (F)	Assigned to Other Protocol (H)	Total Removed (I=F+H)	Remaining (J=A-E)	On Hand (K=E-I)
▼ ▮▮▮ ▮▮: Engineered ▮▮▮▮ ▮▮ ▮▮▮▮▮ ▮▮▮▮▮▮ Dr ▮▮▮▮ ▮▮▮▮									
Purchased/Acquired	36	6	0	6	0	0	0	30	6
Bred	0	0	0	0	0	0	0	0	0
Captured	0		0	0	0	0	0	0	0

Target Protocols Totals

Source	Number To Be Transferred (D)	Number On Hand After Transfer (K)
Purchased/Acquired	0	6
Bred	0	0
Captured	0	0
Total	0	6

[Save] [Clear Entries] [Check] [Cancel]

On the Transfer screen there are three main areas:
- Source Protocol section
- Target Protocol section
- Target Protocols Totals section

Enter the total number of animals to be transferred on the appropriate line in the Source Protocols section.

In the Target Protocol section enter the number of animals on the appropriate line for the relevant protocol. (If you have selected multiple Target Protocols, they will be displayed on this screen.)

The Target Protocols Totals section will automatically total the number of animals that have been entered in the above Target Protocols section. This feature will be of particular use when you have selected a number of different protocols to receive animals as it shows when the transaction is/is not in balance, e.g. you are "receiving" more animals than you are "sending".

The system performs a number of validations in addition to the one previously mentioned. If a validation check fails you will be prompted with an error message or warning and you will have the opportunity to correct the transaction before posting.

Post Approval Review (PAR)

The online portion of the PAR process consists of two steps; an initial Pre-Visit Questionnaire and a Final Report.

When you have been selected for a PAR you will receive a notification email and the Pre-Visit Questionnaire (PVQ) will be sent to your My Research Inbox. Click on the title under the Subject header to access the PVQ.

You may complete the PVQ yourself or you may forward the PVQ to your PI Assistant(s) for completion. NB: If you send the PVQ to your PIA you will still be required to submit the PAR to Ethics Office once your Assistant returns it to you.

Mandatory fields are marked with a red asterisk*.

The Procedures page will only be activated if you indicate that at least one of the protocols listed on the first page is "Currently or soon to be active?"

Once the Questionnaire and subsequent visit have been completed the Office will issue a Final Report Should a response to the Report be required, you will receive an email notification and the Report will be sent to your My Research inbox for action.

Further details on the Post-Approval Review process may be found on the VPRI [Research Ethics and Protections](#) web page.

Designate

Principal Investigator Assistants for Animals

You may designate two types of PI Assistants for Animals; Staff PIAs and Student PIAs. Both types of PIAs have the same functionality but due to licencing restrictions Student PIAs will have their access to the system automatically terminated after 90 days.

If a student is being paid by the University you have the option of using the regular (staff) PIA transaction to set up the student. With this transaction you control when the user's access to the system expires.

PIAs may execute all MRAP related PI tasks with the exception of document submission. This includes access to any previously submitted protocols and the names and contact information of all animal handlers listed in the protocols, location of animals, number and species of animals and the procedures being performed. It is therefore very important that when delegating PIAs, the correct individuals are selected. The following data points are displayed when selecting a staff member as a PIA:

- Name
- Department
- Email address

When selecting a student as a PIA, the student's official U of T email address is displayed as a unique identifier.

Research Assistants for Animals

You may designate University staff as Research Assistants. Research Assistants will have access to view all protocol documents from the point in time after the Original protocol document has been submitted, e.g. a Research Assistant will not see an Original protocol document until it is submitted but an amendment which has been started but not submitted will be viewable. Research Assistants cannot edit protocol documents.

Research Assistants may perform animal counts in the system.
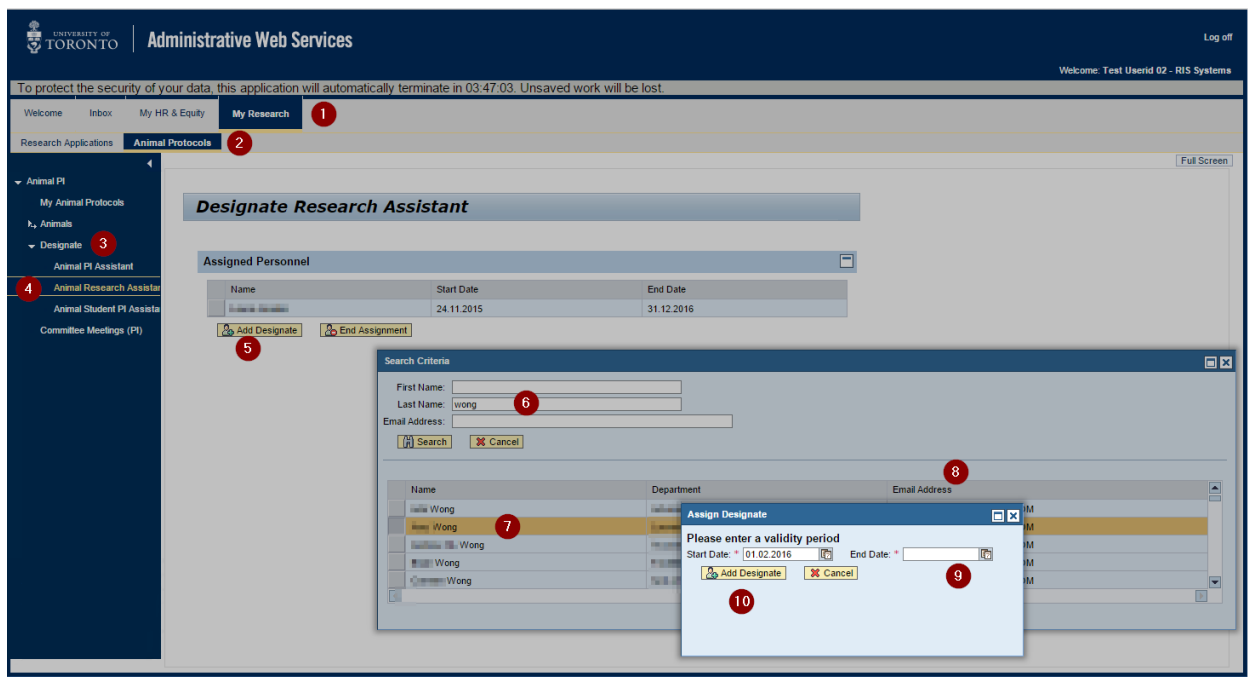
To Designate:

1. Go to My Research
2. Animal Protocol Folder
3. Click on Designate in the side menu
4. Chose the type of role you want to designate
5. Click Add Designate
6. Enter search term(s)
7. Select the desired individual
8. Use the email address as the unique identifier
9. Enter an end date for the role (for the Student PIA this date is set automatically)
10. Click Add Designate

The person you have designated will receive an email notification regarding the designation. It will take approximately 24 hours for the role to be activated.

Help Desk

Remember, the My Research Help Desk staff is always pleased to assist you if you run into technical problems. The Help Desk is staffed during business hours, Monday to Friday and may be reached at (416) 946-5000 or raise@utoronto.ca

For questions related to the content of the animal protocol, please contact Joshua van Ry, Research Ethics Cooridnator, (416) 946-3273 or acc.coordinator@utoronto.ca