## How to Revise and Resubmit an Animal Protocol that was Returned for Revisions in MRAP March 23, 2016

The key to making the revisions in MRAP is to access the protocol via the "Inbox" (and not via "My Research").

- 1. Log into My Research at <a href="https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/">https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/</a>
- a. Click on "Inbox" to see the Animal Protocols that have been returned to you for revision. They will appear on the "Animal Protocols" tab, with the task listed as "Revise".
   b. Click on the protocol title (Subject column) to drill into the protocol and get to the "Identification" page.

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To protec <mark>t the sect</mark>	rity of your	data, this applic	ation will automatically termina
Welcome	My HR &	Equity My Rese	arch
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Animal Protoco	ls (2) R	IS Applications	
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Number =	Task	Doc Type	Subject I
20011469	Revise	Original	Sample Protocol for DEMO 1
00044404		A 1 1 1	

3. Click on the Edit button to switch to a view that will allow you to make changes to the sections of the protocol to which the comments refer.

Proto	col 20011469 - Sam	ple Protocol for	DEMO 1 - Ready for Revision
ask App	lication		
÷	1 - Identification 2 - Funding 2 - Registration	1 - Identifica	ation
	3-3Rs 4-History of Protocols 5-Project 6-Animals	Next  Page Help	Colt Send to Asst. Withdraw
	7 - Drugs & Hazardous Agents 8 - Endpoints & Final Disposition 9 - Handlers & Emergency Contacts 10 - Undertaking 11 - Reviewer Comments	PI Name: Rank/Position: Email Address: Business Telephone:	Assoc Professor
P #: P Status:	20011469 Pending approval	Laboratory Telephone: Emergency Telephone: Campus Mailing Address:	416-668-6666 416-668-6666 416-668-6666

- 4. The reviewer comments can be seen in two places.
- i. On the top right corner of each page of the protocol, you'll find a link to "Review Comments". Click here to see if the committee made any comments relating to that section of the protocol.

1 - Identifica	ation	Besiew Comments
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PI Name: Rank/Position: Email Address: Dusiness Telephone:		Committee Commenta:
Laboratory Telephone: Emergency Telephone:	416-008-0000	
Campus Mailing Address:	410-000-0000	T
Protocol Title:	Sample Protocol for DEMO 1	1

ii. To see all comments at once, go to section 11-Reviewer Comments and click on the "Expand All" button.

Protocol 20011469 - Sam	ple Protocol for DEMO 1 -
Task Application	
1 - Identification         2 - Funding         3 - 3Rs         4 - History of Protocols         5 - Project         6 - Animals         7 - Drugs & Hazardous Agents         8 - Endpoints & Final Disposition         9 - Handlers & Emergency Contacts         10 - Undertaking         11 - Reviewer Comments	11 - Reviewer Comme         ●
AP #:20011469AP Status:Pending approvalAPR #:00000510APR Status:Revision Saved by PlPI Name:Protocol Title:Sample Protocol for DEMO 1	2 - Funding Committee Comments:

5. To respond to the comments, make the requested changes directly in the related/referenced protocol sections, modifying or adding to your existing text (not in the committee comments box – this will always be display-only).

Please input your revisions USING ALL CAPS.

6. If you want to add a general comment that doesn't belong in any specific section of the protocol, you can add it as a "Note". You can access the Notes section from any page in the protocol. Click on the "Notes" link on the left side of the screen, and then click on the "New Note" button on the pop up box.

ask Appli	cation	
+	1 - Identification	1 - Identification
	2-Eunding 3-3Rs	Next Edit Send to Asst.
	4 - History of Protocols	
	5 - Project	Page Help
	<u>6 - Animala</u>	Notes
	7 - Drugs & Hazardous Agents	PI Name: User Created Notes System Generated Notes
	8 - Endpoints & Final Disposition 9 - Handlers & Emergency Contacts	Rank/Position:
	10 - Undertaking	Email Address: b Show Search
	11 - Reviewer Comments	Business Teleph
		Laboratory Telephone DL Open All DT Close All
AP #	20011469	Emergency Telephone Subject
AP Status:	Pending approval	
APR #:	00000510	Protocol Title:
APR Status:	Revision Saved by PI	Protocol little:
PI Name: Protoc ol Title	Sample Protocol for DEMO 1	
10000011100		
Notes (0		Next 🔥 🖉 Edit Send to Asst. 📑 Withdraw

7. Enter a subject as well as your message, and then click on "Create Note" to save your message. This note can be seen by anyone who can display the protocol.

Next		🖉 Edit Send to Asst. 📑 Withdraw
Page Help	Notes	
	Subject:	××× ×××××
PI Name:	Note Text:	××× × ×× ××× ×××
Rank/Position		
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8. When you have completed your revisions, go to section 10-Undertakings, and click on the "Submit" button. The task should disappear from your Animal Protocols inbox, after you have refreshed the screen.

Task Application	Ε
1 - Identification 2 - Funding 3 - 3Rs	10 - Undertaking
4 - History of Protocols 5 - Protect 6 - Animata	Previous Next Submit Page Help
7 - Drugs & Hazardous Agenta 8 - Endpoints & Final Disposition	DECLARATION AND SIGNATURE
A     D - Undertaking <u>10 - Undertaking     11 - Reviewer Commenta</u>	As a PI, it is my responsibility to ensure that all animal users listed herein have read, understood, and follow the details of this protocol as approved by the local Animal Care Committee, as well as any and all applicable University of Toronto Standard Operating Procedures (SOPa) and Guidelines. All animals in this research or teaching protocol will be maintained and used in accordance with the University of Toronto Animal Care Policies, SOPs and Guidelines (which are based on the recommendations of the Canadian Council on Animal Care and the result:
AP # 20011489 AP Status: Pending approval APR #: 00000510	at www.udf.metoudelines. Other applicable University of Toronto policies and procedures (e.g. those of EHS) will also be followed. Any requests to after procedures described herein will be approved by the local Animal Care Committee prior to being implemented and updated protocols will be communicated to all applicable animal users.
APR Status: Revision Saved by PI PI Name: Protocol Title: Sample Protocol for DEMO 1	I have read and agree to the above conditions
Status (0)	I require an interim review of this document prior to the next scheduled Local Animal Care Committee meeting
Change History Generate PDF	Approval of protocol does not guarantee space or equipment for your work. Please consult the Facility Director/Manager to discuss space and equipment availability.
Protoc of Form Instructions	Previous Next Next Submit Edit Send to Asst.

Please contact the RAISE Helpdesk at 416-946-5000 or <u>raise@utoronto.ca</u> if you have any questions.