

How to Revise and Resubmit an Animal Protocol that was Returned for Revisions in MRAP

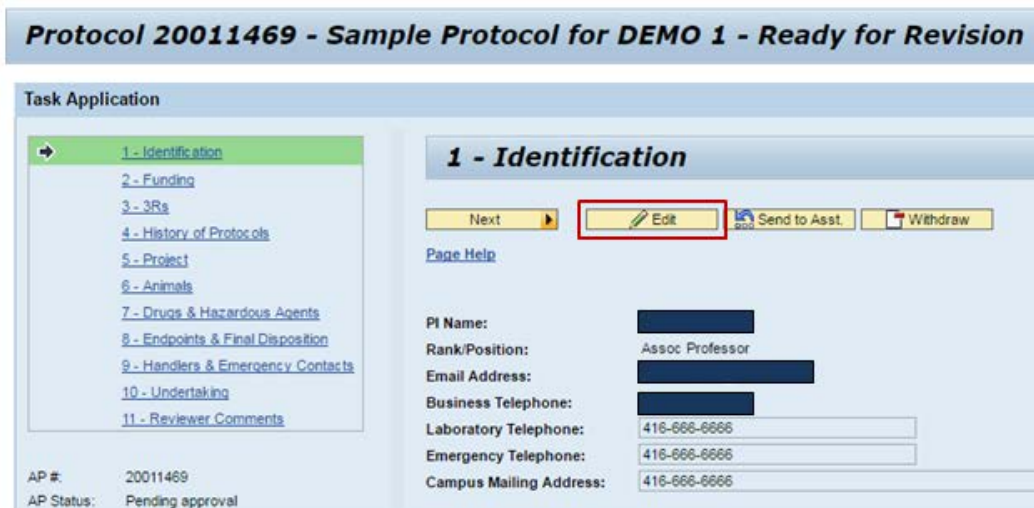
March 23, 2016

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

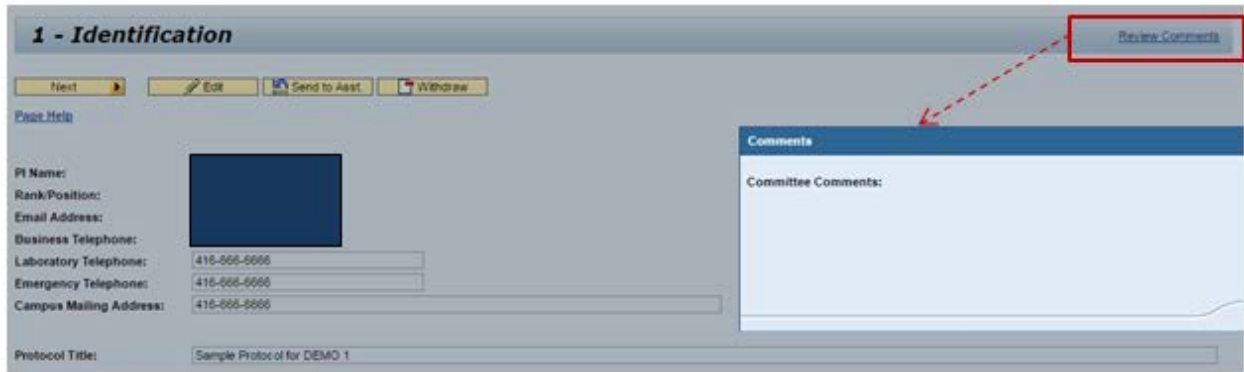
1. Log into My Research at <https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/>
2. a. Click on "Inbox" to see the Animal Protocols that have been returned to you for revision. They will appear on the "Animal Protocols" tab, with the task listed as "Revise".
b. Click on the protocol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



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.

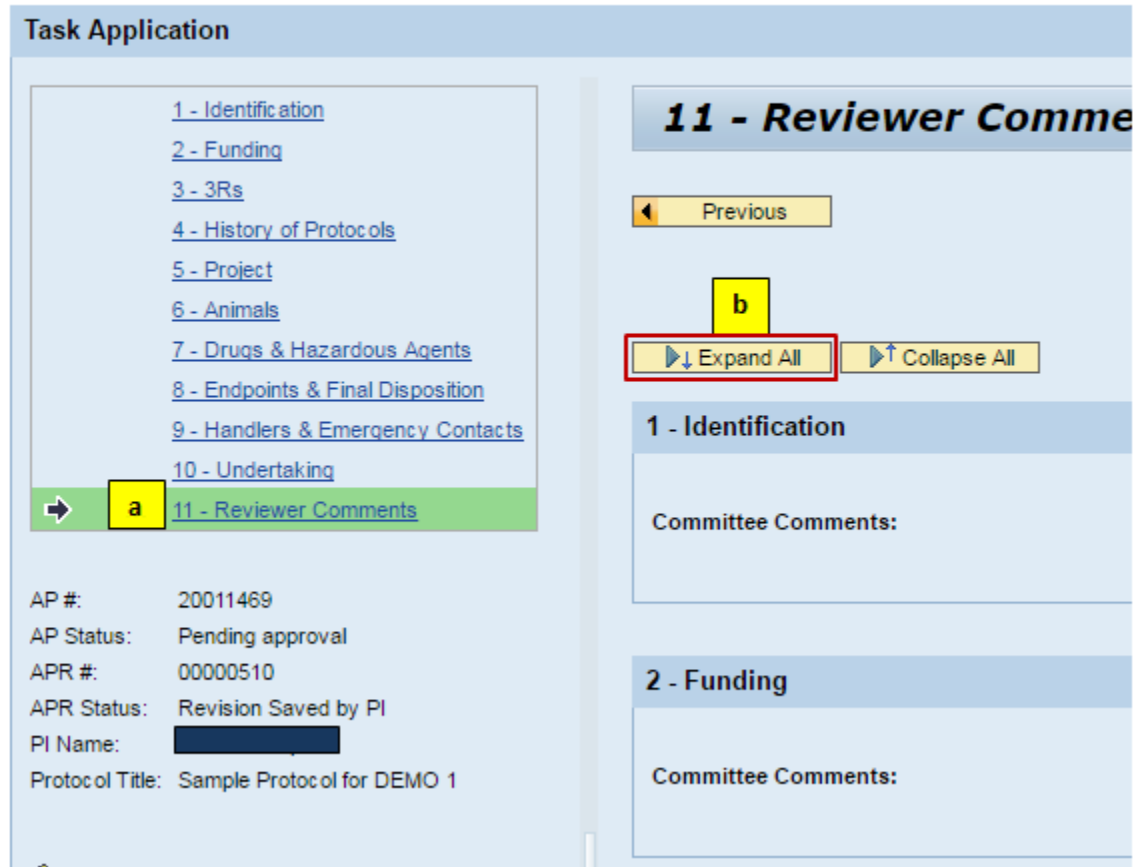


4. The reviewer comments can be seen in two places.
 - i. On the top right corner of each page of the protocol, you'll find a link to "Review Comments". Click here to see if the committee made any comments relating to that section of the protocol.



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

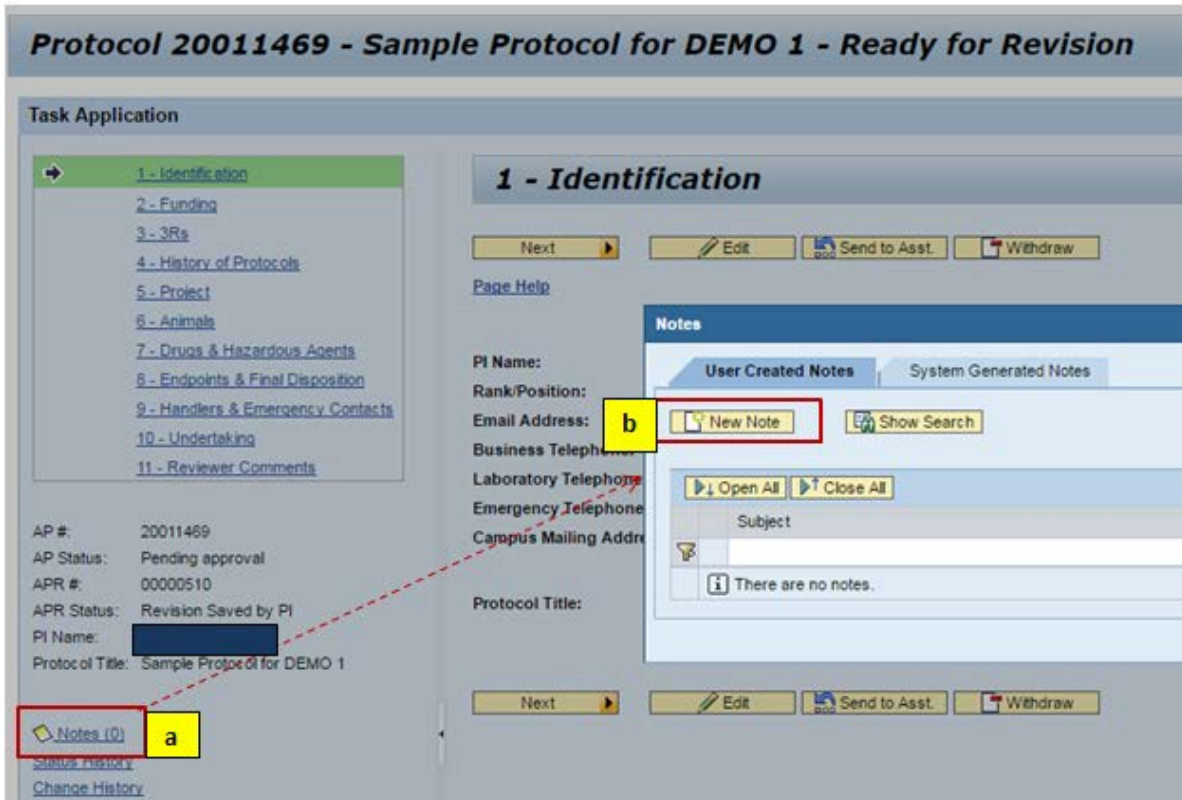
Protocol 20011469 - Sample Protocol for DEMO 1 -



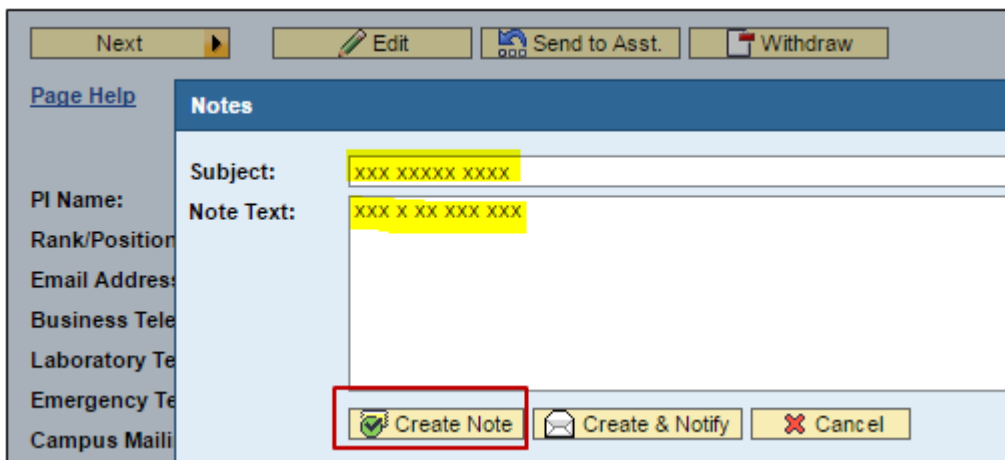
- To respond to the comments, make the requested changes directly in the related/referenced protocol sections, modifying or adding to your existing text (not in the committee comments box – this will always be display-only).

Please input your revisions USING ALL CAPS.

- 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.



- 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.



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.

Protocol 20011469 - Sample Protocol for DEMO 1 - Ready for Revision Action Close

Task Application [Icons]

1 - Identification
2 - Funding
3 - IRs
4 - History of Protocols
5 - Project
6 - Animals
7 - Drugs & Hazardous Agents
8 - Endpoints & Final Disposition
9 - Handlers & Emergency Contacts
10 - Undertaking (a)
11 - Reviewer Comments

AP #: 20011469
AP Status: Pending approval
APR #: 00000510
APR Status: Revision Saved by PI
PI Name: [Redacted]
Protocol Title: Sample Protocol for DEMO 1

Notes (0)
[Status History](#)
[Change History](#)
[Generate PDF](#)
[Protocol Form Instructions](#)

10 - Undertaking

Previous Next Submit Edit Send to Asst. Withdraw

[Page Help](#)

DECLARATION AND SIGNATURE

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 (SOPs) 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 requirements of the **Animals for Research Act**) listed at www.uoft.mcguidelines. Other applicable University of Toronto policies and procedures (e.g. those of EHS) will also be followed. Any requests to alter 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.

I have read and agree to the above conditions

I require an interim review of this document prior to the next scheduled Local Animal Care Committee meeting

Approval of protocol does not guarantee space or equipment for your work. Please consult the Facility Director/Manager to discuss space and equipment availability.

Submit Edit Send to Asst. Withdraw (b)

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