

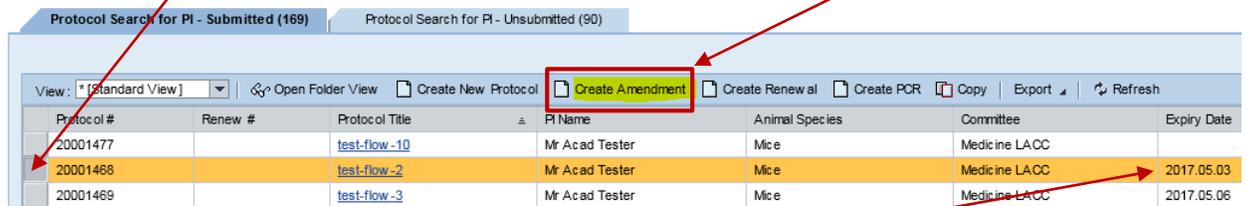
How to Create an Amendment in MRAP

May 30, 2016

1. To create an amendment on an existing protocol in MRAP, log into My Research at <https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/>.
2. Click on My Research > Animal Protocols > Animal PI > My Animal Protocols to display your list of submitted protocols.

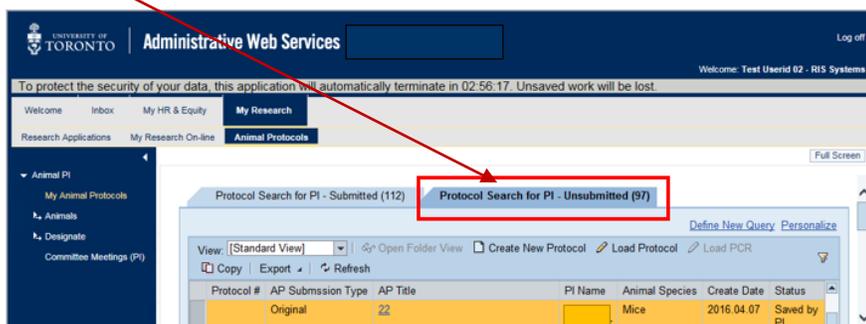


3. Click on the "select" button of the protocol to be amended to enable the "Create Amendment" button



Only **approved** protocols can be amended (i.e. those with an expiry date).

Please note that If you have started an amendment for a protocol but have not submitted it, you will not be able to create a new amendment. The amendment-in-progress will be found under the "Unsubmitted" tab.



4. Click on the Create Amendment button to open a new session in which you can make your amendment(s).
5. On the first screen of the amendment you will need 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.

1 - Identification

Next Save Send to Asst.

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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 proposed amendment(s) in the space provided. Revise the relevant sections as required.

Amendment Justification

6. Once you have completed the amendment(s), go to section 10 to **submit the document.**

10 - Undertaking

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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.me/guidelines. Other applicable University of Toronto policies and procedures (e.g. those of BHS) 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.

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