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.

Administrative Web Services					
To protect the security of	of your data, t	this a catio	on will automa	atically termina	te in 03:09:4
Welcome Inbox	/ly Test Area	My Research			
Research Applicatio b Ani	mal Protocols	Human Protoco	ls Human Pro	otocols	
C Animal Pl					
d My Animal Protocols	Pr	otocol Search f	or PI - Submitte	d (169) Prot	tocol Search for
k _→ Animals					
▶ Designate	View	View : * [Standard View] View Create New			
Committee Meetings (PI)	P	rotocol #	Renew #	Protocol Title	
	2	0001476		test-flow -9	
	2	0001464		hospital protocol re	i by ore 2

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

_	Protocol Search for Pl	l - Submitted (169)	Protocol Search for PI - Unsul	bmitted (90)			
	View : * [Standard View]	💌 🛛 🖧 Open Fok	der View 🏾 🗋 Create New Protoco	Create Amendment	ate Renew al 📋 Create PCR 👖	Copy Export 🖌 💠 Refresi	ı
	Protocol #	Renew #	Protocol Title	PI Name	Animal Species	Committee	Expiry Date
	20001477		test-flow - 10	Mr Acad Tester	Mice	Medicine LACC	
	20001468		test-flow -2	MrAcad Tester	Mice	Medicine LACC	2017.05.03
	20001469		test-flow -3	Mr Acad Tester	Mice	Medicine LACC	2017.05.06

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

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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.

	inistrative Web Services	Log off
u		Welcome: Test Userid 02 - RIS Systems
To protect the security of you	r data, this application will automatically terminate in 02	1:56:17. Unsaved work will be lost.
Welcome Inbox My HR	k Equity My Research	
Research Applications My Research	th On-line Animal Protocols	
4		Full Screen
		*
My Animal Protocols	Protocol Search for PI - Submitted (112) Protocol	ol Search for PI - Unsubmitted (97)
h. Animals		Define New Queer, Recomplition
h. Designate		
Committee Meetings (PI)	View: [Standard View] View: Standard View]	Create New Protocol / Load Protocol / Load PCR
	Copy Export 🖌 🍄 Refresh	
	Protocol # AP Submssion Type AP Title	PI Name Animal Species Create Date Status
	Original 22	Mice 2016.04.07 Saved by
		PI

- 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 - Identificat	tion			
Next P Page Help	Save Send to Asst.			
PI Name:	Dr			
Personnel #:	(
Rank/Position:	Professor			
Email Address:	BLUEFORMUOFT@GMAIL.COM			
Business Telephone:	416-978-			
Laboratory Telephone: *	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 ma Minor amendments are uncompli Major amendments are changes	ajor amendment: ajor amendment: ajor amendment: Iminor Major Minor Major Minor Major Cated changes to the protocol that do not affect animal use or welfare. 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 Revise the relevant sections as required. Detailed explanation roposed amendment(s) in the sp Flags				
	Amendment Justification			

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

1 - Identification		10 - Undertaking		
<u>2 - Funding</u> <u>3 - 3Rs</u> 4 - History of Protocols		Previous Previous Save Submit Song Send to Asst. Delete		
<u>5 - Project</u>		Page Help		
<u>6 - Animals</u> <u>7 - Drugs & Hazardous Agents</u>		DECLARATION AND SIGNATURE		
8 - Endpoints & Final Disposition		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		
→ A <u>10 - Undertaking</u>				
AP#: 20001476		Council on Animal Care and the requirements of the Animals for Research Act) listed at <u>www.uoft.me/quidelines</u> . Other applicable University of Toronto policies and procedures (e.g. those of EHS) will also be followed. Any requests to alter procedures dependent dependent of the second built be and applicable Ups of EHS will also be followed. Any requests to alter procedures		
AP Status: Approved		communicated to all applicable animal users.		
APR#: 00002126				
APR Status: Saved by Pl	b	✓ I have read and agree to the above conditions		
PIName: MrAcad Tester				
Protocol Title: test-flow -9				
		I require an interim review of this document prior to the next scheduled Local Animal Care Committee meeting		
Notes (0)				
Status History	4	Approval of protocol does not guarantee space or equipment for your work. Please consult the Facility Director/Manager to discuss		
Change History		space and equipment availability.		
Generate PDF		с		
Protocol Form Instructions		Previous		