How to Create a Renewal in MRAP
June 10, 2016

1. To create a renewal 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 renewed, then click on the "Create Renewal"
   button.

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

Please note that if you (or someone else on your team with access to create protocols, i.e. a PI or PI
Assistant) have started a renewal for a protocol but have not submitted it, you will not be able to
create a new renewal document. The renewal-in-progress will be found under the "Unsubmitted"
tab.

4. Clicking on the Create Renewal button will open a new session in which you can create your renewal. 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.