How do I extend a Student PI assignment?

Due to licencing restrictions, Student PIs have their access to the system automatically terminated after one year unless their role is extended by their supervisor. In order to ensure that Student PIs with protocols extending beyond one year do not lose system access, an automated notification is sent to the Supervisor and Student PI one month prior to expiry of the role.

If the End Date for the assignment has passed, the student will disappear from the supervisor’s list of students. In this case, if the Student PI’s protocol is continuing, the Supervisor will need to reassign the Student PI role to the student. (This is done via the “Add Designate” button)

Extending the Student PI Role

Please note that the “Extended Assignment” button will be greyed out if:

- The End Date is more than 30 days in future
- The Student line is not highlighted (selected)

Log into “My Research – Human Protocol” (MRHP) using your UTORid and password at My Research

Click on

1. Supervisor
2. Designate
3. Student PI Non Course Related
4. Student to select
5. Extended Assignment button