

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

The screenshot shows the 'My Research' interface with the 'Human Research Protocols' section active. The main content area is titled 'Designate Student Human Ethics Protocol PI' and contains a table of 'Assigned Personnel'. The table has columns for Name, Start Date, and End Date. The row for 'Zornitza Belchev' is highlighted in blue. Below the table are three buttons: 'Add Designate', 'End Assignment', and 'Extended Assignment'. The 'Extended Assignment' button is greyed out. Blue arrows and numbers 1-5 indicate the steps for extending an assignment: 1. Click on 'Supervisor' in the left navigation menu; 2. Click on 'Designate' in the left navigation menu; 3. Click on 'Student PI - Non-Course Related' in the left navigation menu; 4. Click on the highlighted row for 'Zornitza Belchev' in the table; 5. Click on the 'Extended Assignment' button.

Name	Start Date	End Date
Krista Montgomery	26.09.2018	11.09.2019
Panayiotis Lazarakis	05.10.2018	05.10.2019
Suman Budhwani	04.10.2018	01.02.2020
Sydney Jopling	09.10.2018	09.10.2019
Zornitza Belchev	05.10.2018	01.02.2019