

How to Create a New Protocol as a Student PI on a Human Research Ethics Protocol (student named as PI)

A student will get an account on the “My Research – Human Protocol” (MRHP) system once their supervisor assigns them Principal Investigator (PI) privileges by designating them as a “Student PI” through MRHP.

STEP 1: Supervisor assigns the Student PI role in MRHP

There are two ways in which a Supervisor can designate their students and postdocs in MRHP: course-related designation and non course-related designation.

The supervisor has a “Designate” function as part of their MRHP access.

The screenshot shows the University of Toronto Administrative Web Services interface. A blue header bar contains the university logo and the text "Administrative Web Services". Below the header, a grey bar displays a security warning: "To protect the security of your data, this application will automatically terminate in 03:58:20. Unsaved work will be lost." The main navigation area includes tabs for "Welcome", "Inbox", "My Research", "Research Applications", "My Research On-line", "Animal Protocols", and "Human Research Protocols". The "My Research" tab is selected, and a blue arrow labeled "1" points to it. Below the tabs, a left sidebar lists various roles: "MRHP Help", "Inbox", "CO_PI", "Adhoc Unit Head for Classes", "Instructor PI", "PI", "Supervisor", "My Students' Protocols", and "Designate". The "Designate" role is highlighted with a red oval, and a blue arrow labeled "4" points to it. Within the "Designate" section, two options are listed: "Student PI - Course Related Projects" and "Student PI - Non-Course Related". A blue arrow labeled "5" points to the "Student PI - Course Related Projects" option. To the right of the sidebar, the "Manage My Classes" section is visible, featuring a "Please choose a Course" dropdown, a "Courses Available" table, and a "Class Details" button. A blue arrow labeled "2" points to the "Human Research Protocols" tab. A text box on the right side of the page provides instructions for course-based research and mentions the Delegated Ethics Review Committee (DERC) and ROSI.

Course	Description
Housing & Commun Dev	
Divided City / United City	
SWK4422H	Social Housing and Homelessness
UCS1000H	Community Development

Please see [tip sheet on how a Supervisor can designate a Student PI](#).

STEP 2: Student creates protocol in MRHP

The day after the role has been assigned, you will have access to create a human ethics protocol.

To begin creating a new protocol (original submission), please log into My Research using your UTORid and password at <https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/>

Click on:

1. My Research
2. Human Research Protocols
3. Student PI
4. My Human Research Protocols
5. Create New Protocol

This will take you to the first page of the protocol, Identification. If you don't go to the Identification page when you click on “Create New Protocol” please check if your browser is blocking pop ups, and turn off your browser pop up blocker.

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To protect the security of your data, this application will automatically terminate in 03:59:11. Unsaved work will be lost.

Welcome | Inbox | **My Research**

Inbox | Research Applications | **Human Research Protocols**

MRHP Help
Inbox
▼ Student PI
My Human Research Protocols

Click protocol to select it, then click the relevant button.

Human Protocol Search for PI - Submitted (4) | Human Protocol Search for PI - Unsubmitted (1)

View: [Standard View] | Open Folder View | **Create New Protocol** | Renewal | Create PCR | Create AER | Create PDR | Copy | Re-Assign Legacy PI | Export | Refresh

Protocol #	HP Title	Applicant Name	Applicant Primary Appointment	Applicant Rank	REB	Protocol Type	Create Date
30110	sample student protocol returned by REVIEWERS - May 1 MRHP basics	Krista	N/A	Undergraduate	HIV	Investigator	30.04.2018
30109	sample student returned by supervisor - May 1 MRHP basics	Krista	N/A	Undergraduate	Health Sciences	Investigator	30.04.2018

How to access the document-in-development that was created and not yet submitted (Original saved, but not submitted)

1. Click on the “**Human Protocol Search for PI – Unsubmitted**” tab.
2. Click on the human protocol record in the table to select it (will be highlighted in orange)
3. Click Load Protocol

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To protect the security of your data, this application will automatically terminate in 03:48:17. Unsaved work will be lost.

Welcome | Inbox | **My Research**

Inbox | Research Applications | **Human Research Protocols**

MRHP Help
Inbox
▼ Student PI
My Human Research Protocols

Click protocol to select it, then click the relevant button.

Human Protocol Search for PI - Submitted (4) | **Human Protocol Search for PI - Unsubmitted (2)**

View: [Standard View] | Open Folder View | Create New Protocol | **Load Protocol** | Load PDR | Export | Refresh

Protocol #	Submission Type	Applicant Name
	Original	Krista
	Original	demo 2 change by supervisor

Protocol Header Information

HP Submission Title: Student PI
Applicant Name: Krista I
Supervisor Name: Dr Adrianna
HP Submission Type: Original
HP Submission Status: Saved by Applicant

To send to Supervisor to review and edit the DRAFT document (note: Do NOT use this if you want to SUBMIT a final version for ethics review)

Students can send the protocol to Supervisor for review before submission. Students may not edit the document while it is with the Supervisor. The Supervisor must send the protocol back to the Student to submit when it is ready for ETHICS REVIEW.

To SUBMIT the application ready for Ethics Review

Go to section 14 – Undertaking

1. Check the “I have read....” box to enable the “Submit” button
2. Click on “Submit” button

0 - Identification

1 - History - Progress

2 - Location

3 - Agreements and Reviews

4 - Potential Conflicts

5 - Project Details

6 - Participants and Data

7 - Investigator Experience

8 - Possible Risks and Benefits

9 - Consent

10 - Debrief, Dissemination & Withdrawal

11 - Confidentiality and Privacy

12 - Level of Risk & REB

13 - Documents Summary

14 - Undertaking / Submit

Undertaking / Submit

◀ Previous
Save
Submit
Validate
Send to Supervisor
Delete

[Page Help](#)

Applicant Undertaking

I confirm that I am aware of, understand, and will comply with all relevant laws governing the collection, use, and disclosure of personal information in research. I understand that for research involving extraction or collection of personally identifiable information, provincial, national, and international policies and regulations that govern research involving human participants. I understand that if there is any significant deviation from the project as originally approved I must submit an amendment to the Research Ethics Board for approval prior to implementing any change.

As the **Principal Investigator** on this project, I confirm that I will ensure that all procedures performed will be conducted in accordance with all relevant University, provincial, national and international policies and regulations that govern research involving human participants. I understand that if there is any significant deviation from the project as originally approved I must submit an amendment to the Research Ethics Board for approval prior to implementing any change.

☒ **I have read and agree to the above conditions**

Please do not submit your protocol application until your supervisor has reviewed the document.

◀ Previous
Save
Submit
Send to Supervisor
Delete

Click to send to Supervisor to review and edit the DRAFT document

Current Document Status

1

2

Please contact the RAISE Helpdesk at 416-946-5000 or raise@utoronto.ca with any questions.