Designating a PI Assistant (They will help create a protocol in my name.)

You may designate two types of PI Assistants (PIAs): **1. Staff PIAs; 2. Student PIAs**

1. **Staff PIAs**

Log into My Research at https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/
Click on:

1. My Research
2. Human Research Protocols
3. PI
4. Designate
5. PI Assistant
6. "Add Designate"

7. Fill in at least one search criterion
8. Click "Search", click on the name from the pick list to select
9. Insert "End Date" for role as PI Assistant
10. Click "Add Designate"

2. Student PIAs

Designate the Student as a Student PI ASSISTANT (this will set them up with the role to support the supervisor in the development of protocols in the supervisor's name)

Log into My Research at http://aws.utoronto.ca/services/my-research-mr/.
Click on:

1. My Research
2. Human Research Protocols
3. PI
4. Designate
5. Student PI Assistant
6. "Add Designate"

7. Fill in at least one search criterion

8. Click "Search", select the student from the pick list
9. Click "Add Designate"
   - The Student's access will be active the DAY AFTER the role is assigned.

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