

How to Create an Amendment on a “Legacy Protocol” in MRHP (Original submission prior to Oct 25, 2017)

Log into MRHP at <https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/>

Click on:

1. My Research
2. Human Research Protocols
3. PI
4. My Human Research Protocols
5. The PROTOCOL NUMBER to highlight
6. Now the **Create Amendment** button will be enabled. Click on it. Notification “Not all fields are required” is displayed.
7. Click “Yes” to go to the Identification page of an amendment document. (If nothing happens when you click on the button, please confirm that your browser pop up blockers are not on.)

The screenshot shows the MRHP Administrative Web Services interface. The navigation menu on the left includes 'My Research' (1), 'Human Research Protocols' (2), 'PI' (3), and 'My Human Research Protocols' (4). The main content area displays a table of protocols with columns for Protocol #, HP Title, Applicant Name, Applicant Primary Appointment, Applicant Rank, and REB. The protocol with ID 36106 and title 'Sample Human Protocol' is highlighted (5). The 'Create Amendment' button is circled (6). A confirmation dialog box is displayed with the message: 'NOT ALL FIELDS ARE REQUIRED when Amending a Legacy Protocol. The only mandatory fields are Section 0 – Amendment and any subsequent changes, and Section 12 – Risk Level. In addition, please upload a copy of the currently approved protocol including all appendices to Section 13.' The 'Yes' button is circled (7). A 'Protocol Header Information' box is visible at the bottom right, containing details for Protocol # 36127, Renewal # 0000, Protocol Title 'sample for May 11 training - legacy to be renewed', Protocol Type 'Investigator', Approved Date '11.05.2018', Applicant Name, Applicant Primary Appointment 'Faculty of Social Work - Faculty of Social Work', Applicant Rank 'Professor', Supervisor Name 'N/A', and Supervisor Primary Appointment.

8. Not all sections are mandatory

Update the following sections:

Section 0-Identification page

- Amendment section (last question on page)

2 - Identification

- 1 - History - Process
- 2 - Location
- 3 - Agreements and Reviews
- 4 - Potential Conflicts
- 5 - Project Details
- 6 - Participants and Data
- 7 - Investigator Expertise
- 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

RIS HP #: 00036106
Document Status: Saved by Applicant: 010
Additional HP Details

[Notes \(0\)](#)
[Status History](#)
[Change History](#)

[Generate PDF](#)

[Protocol Form Instructions](#)

*Indicates a mandatory field

Identification

Page Help

You have successfully updated the protocol!

- ! Please provide amendment details
- ! Please indicate if purpose has changed
- ! Please indicate if risk level has changed
- ! Please select at least one checkbox in amendments

Title

Title of Research Application: * [Sample legacy protocol for renewal - MIR-HP Basics May 1]

Applicant Information

Name: Dr Adrianna Su
Department / Organization: Faculty of Social Work - Faculty of Social Work

Phone: * [(16-975-1975) Ext:]
Email: BLUEFORMUOFT@GMAIL.COM
Rank: Professor

Collaborators/Co-investigators/Alternate Contact(s)

Please provide a list of other personnel interacting with participants, and at least one alternate contact. *

Name	Department / Institution	Email	Phone	Designation	Alt Contact
[+] There are no collaborators.					

Projected Project Dates

Estimated start date for the component of this project that involves human participants or data: *

Estimated completion date of involvement of human participants or data for this project: *

Amendment

Have there been any changes to the study protocol, consent process or documents since the most recent approval? * Yes No

Amendment Details

Please describe the proposed study amendment or modifications. (Amend the body of the protocol as required): *

Will the proposed amendment change the overall purpose of the study? If Yes, a new protocol major requested by the REB: * Yes No

Will the proposed amendment affect the vulnerability of the participant, group or the research risk? * Yes No

What follow-up action do you recommend for study participants who are already enrolled in the study. Select all that apply:

Inform study participants:

Revise consent / assent forms (attach forms in section 9):

Other - Please Describe:

No action required:

Exclamation marks identify sections/fields to be updated

Please update

Please also make the change/amendment in the relevant sections on this form.

Section 12 – Level of Risk & REB

First question only.

Level of Risk & REB

← Previous Next → Save Validate Send to Asst. Send to Collaborator

Page Help

✓ You have successfully updated the protocol!

⚠ Please select the Research Risk Level.

⚠ Please select the Group Vulnerability Level.

Indicate the Risk Level for the project

Group Vulnerability: *

Research Risk: *

Risk Level: 1

Explain/Justify

Explain/Justify the level of research risk and group vulnerability reported above: *

*Indicates a mandatory field

Section 13 – Documents Summary

Please upload a copy of the currently approved ethics protocol as well as all appendices as a Word or PDF files in section 13. If you do not have a current copy of your protocol please contact continuing.ethics.review@utoronto.ca

Documents Summary

← Previous Next → Save Validate Send to Asst. Send to Collaborator / Co - investigator

Page Help

✓ You have successfully updated the protocol!

Please review the list of attached documents below and upload any missing documents

Upload Document

Filename: * Browse... No file selected.

Description: *

Document Classification: *

Document Date: * [mm/dd/yyyy]

Upload

Download All (Not supported by IE)

Uploaded Documents

Filename	Description	Classification	Document Date
There are no documents uploaded			

Section 14 – Undertaking

Check the “I have read...” box (1) and click on Submit (2).

How to access the document-in-development that was created and not yet submitted (Amendment 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

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