How to Create a Protocol Completion Report (PCR) in MRHP

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 HP to highlight to enable the Create PCR button
6. Now the Create PCR button will be enabled – click it to go to prepopulated Identification page of the PCR document. (If nothing happens when you click on the button, please confirm that your browser pop up blockers are not on.)

7. Click on the Next (Previous) button to navigate through the PCR to start editing
8. Fill in the mandatory fields (marked with red asterisk) in the sections:
   - Project Detail
   - Privacy
9. Click Submit button available from any screen
To access saved PCR for editing and further submission (PCR saved, but not submitted)

2. Click on HP to highlight
3. Click Load PCR
Please contact the RAISE Helpdesk at 416-946-5000 or raise@utoronto.ca with any questions.