How to Link an Ethics Protocol or Permit to an MRA Record That Has Been Submitted – August 2016

1. Log into My Research at https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/ using your UTORid and password.
2. Click on the My Research tab
3. Click on Research Applications on the submenu (if it is not already selected)
4. On the blue transaction menu, click on Application Search
5. Click on My Applications to display a table with two tabs:
   - My Applications (those records on which you are the principal investigator)
   - Collaborations (those applications on which you have been listed as a co-investigator/collaborator).
6. If you are linking a protocol or permit to an MRA record on which you are the principal investigator, search for the application under the My Applications tab.
   or
   If you are linking a protocol or permit to an MRA record on which you are a co-investigator/collaborator, click on the Collaborations tab to search for the relevant application.

7. Once you have found the application to which you would like to link your protocol or permit, click on the RIS Application number field to highlight the entire row.
8. Once the application has been selected, the “Link Protocols and Permits” button will be enabled and you can click on it to drill into the application.
9. You will now be on the Identification page of the application record. Click on the “Certifications” link in the navigation box in the upper left side of the screen.

10. Update the relevant section as required.

   Animal and Human Protocols can be linked on the main certifications page (ensure the “Yes” for that protocol type is selected and then click on the “Select Protocol” button to generate a list of your protocols from which you can select the relevant record to link). Click on the “Next” button to update information on your EHS Permit.

Please contact RAISE Help at 416-946-5000 or raise@utoronto.ca if you have any questions.