MRHP – REB Member Tutorial
Login

• You will receive an email notification when you have been assigned a protocol for review.

• Follow the link in the email

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The following human protocol document has been sent to you for review:

Protocol #: 00035142
Protocol Title: Test revise process for MRHP
Document Type: Original
Review Type: Delegated

The Document will be found in the Inbox of the My Research System at [http://www.sis.utoronto.ca/demos/myresearch/test.html](http://www.sis.utoronto.ca/demos/myresearch/test.html)
The link will take you to the MR Login page. Alternatively you may bookmark this page [https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/](https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/)
Enter your UTORid and Password. If you don’t have one already you will be provided with a UTORid. Do not bookmark this page. It will only function when you are passed from the previous page.
2. The type of review will be displayed in the Task column.
3. If you have not completed your review by the Due Date, the Task will be removed from your Inbox.
4. Click on the protocol title in the Subject column to access the protocol.
What do the different review tasks mean?

- **Full Review – Primary**
  - This protocol will be reviewed at a REB meeting and you have been designated as the primary reviewer

- **Full Review – Secondary**
  - This protocol will be reviewed at a REB meeting and you have been designated as the secondary reviewer

- **Full Review**
  - This protocol will be reviewed at a REB meeting and you may enter review comments

- **Delegated Review**
  - This protocol is not scheduled for a meeting and you have been designated as the delegated reviewer
Your browser’s pop-up blocker must be disabled.

• If your pop-up blocker is not disabled, nothing will happen when you click the link to take you to the protocol.

• Each browser has a different way of turning off the pop-up blocker.

• For instructions on turning off your pop-blocker please refer to the FAQs on the first login page.
There are two ways to enter your comments on the protocol:

- Page by page, and/or
- From the Reviewer Comments screen

You may also generate a PDF of the protocol.
Protocol 00035146 - Test Protocol 2 - Ready for Review

Identification

Reviewer Comments:

Page by page

Projected Project Dates

Estimated start date for the component of this project that involves human participants or data: [28.10.2017]
Estimated completion date of involvement of human participants or data for this project: [31.10.2017]
You must make a recommendation in order to complete your review.

Any comments you entered via the page by page message will appear in the corresponding tray in this screen.
Reviewer Recommendations

• The recommendation you make does not drive the workflow. The recommendation is information that is passed with your comments to the REB meeting (Full Review) or to the Office (Delegated Review).

• The recommendations that are available are dependent upon the type of review, Full or Delegated.
Meaning of the Recommendations

• Recommendations Available for Full & Delegated
  – Approve (protocol should be approved as is)
  – Reject (protocol could never be approved)
  – Revise – Return to Reviewers (you would like to see the revisions prior to any approval)
  – Revise – Return to ORE (you don’t need to see the revisions)

• Additional Recommendations for Delegated
  – Full Review Needed
  – Second Opinion Needed
Completing the Review

- You may save your review and return to it later.
- When finished, click Complete Review & Submit. This will remove the Task from your Inbox.
REB Meetings

• You will receive an email notification when:
  – The agenda is published
  – The minutes are published
ACCESSING AGENDAS & MINUTES

Go to My Research
Human Research Protocols
REB Meetings
Click on a Meeting
Display Agenda or Display Minutes
Quickly search for a specific meeting by clicking on Show Quick Criteria Maintenance
Enter your search parameters and click Apply.

You can sort the list of meetings by clicking on a column heading.
Agendas and Minutes utilize the same format.

To see the names of the reviewers click on the arrow beside the protocol.

To see your comments and the REB comments drill down through the protocol title.

You may create a PDF of the Agenda or Minutes.
The Filing Cabinet

• The “REB’s Protocols” tab is a complete listing of all the protocols submitted to your REB.
• Each protocol may have multiple documents associated with it.
• All the different documents related to the protocol have been grouped in a folder.
Click on REB’s Protocols
View the protocol folder by clicking on the title or by selecting the protocol and clicking on Open Folder View

<table>
<thead>
<tr>
<th>Protocol #</th>
<th>HP Title</th>
<th>Applicant Name</th>
<th>Applicant Primary Appointment</th>
<th>Applicant Rank</th>
<th>Supervisor Name</th>
<th>Supervisor Primary Appointment</th>
<th>REB</th>
<th>Protocol Type</th>
<th>Create Date</th>
<th>Expiry Date</th>
<th>Legacy Protocol</th>
<th>Completion Report Status</th>
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<tbody>
<tr>
<td>35164</td>
<td>Testing AIA 232 again</td>
<td>NIA</td>
<td>NIA</td>
<td></td>
<td>Faculty of Social Work - Faculty of Social Work</td>
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<td>Health Sciences REB</td>
<td>Investigator</td>
<td>13.10.2017</td>
<td></td>
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<td>35163</td>
<td>Testing folder</td>
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<td></td>
<td>Professor</td>
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<td>13.10.2017</td>
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<td>02.11.2017</td>
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</tbody>
</table>
The Folder View groups protocol documents under different tabs.

The green check mark indicates that there is a document under the tab.

You can see your review comments and any Board comments by opening the Original, Amendment or Renewal tab, selecting the relevant version of the document and going to the Reviewer Comments section.