How Do I Create a New Human Research Ethics Protocol?

Log into My Research – Human Protocol (MRHP) using your UTORid and password at [My Research](#).

Select the following:

1. **My Research**
2. **Human Research Protocols**
3. **PI**
4. **My Human Research Protocols**
5. **Create New Protocol.** You will be taken to the Protocol Type page.

If nothing happens when you click on the **Create New Protocol** button, please confirm that your browser pop up blockers are **turned off**.
6. On the Protocol Type page, select the type of protocol you wish to submit.
7. Click Next
Filling in the human protocol
1. Click on Protocol Form Instructions or Page Help to obtain information on the entire form or the section
2. Fill in the mandatory fields in each section. Mandatory fields are marked with a red asterisk [*]
3. Click Next to navigate through the sections of the protocol

Submitting for the ethics review
1. Go to section 14 – Undertaking
2. Click the Validate button to check if all mandatory fields have been completed
3. Check the I have read box to enable the Submit button
4. Click on Submit button
Accessing a document in development (created but not submitted)

1. Click on the Human Protocol Search for PI – Unsubmitted tab
2. Click on the human protocol record in the table. It will be highlighted in blue.
3. Click Load Protocol

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