



UNIVERSITY OF  
TORONTO

RESEARCH ALERTS 

## **My Research Human Protocol (MRHP) Basics Training Sessions and User Clinics**

*October 10, 2019 • Reply to [RAISE Team](#)*

### **My Research - Human Protocol (MRHP) Basics Training Sessions and User Clinics - Fall 2019 Schedule**

The fall schedule of classes and weekly user clinics for the My Research – Human Protocols (MRHP) system has been posted and sessions are open for registration.

There are two types of training sessions offered related to the MRHP system:

- The MRHP Basics program is a structured training session where attendees will learn the core principles of the system and understand functions accessible by role type
- The MRHP User Clinic is a working session where attendees can engage with support staff on both technical or protocol-related issues.

Individuals interested in Research Ethics Workshops can browse the Research Ethics Office offerings [here](#).

#### **A. MRHP Basics: Introduction and Overview for Protocol Applicants and PI Assistants**

After completing this session, faculty, staff and students will:

- Know how to request access to the MRHP systems
- Identify and understand the three system roles (Faculty PI/Supervisor; PI Assistant and Student PI)
- Understand the stages and workflow in the MRHP review, and required steps at each stage
- Know how to track the status of a protocol and manage related documents

During this 1.5-hour session, we'll discuss the core principles of the MRHP system and view the main functions within key roles:

1. Faculty PI / Supervisor
  - Create original submission, amendment, renewal
  - Respond to requests for revisions from REB reviewers
  - Designate PI Assistant
  - Designate Student PI
  - Forward task to PI Assistant
  - Reassign a “Legacy” student protocol to the student applicant
  - Review a student protocol
  - Display protocol approval letter
  - Track status of protocol
2. PI Assistant
  - Get access
  - Develop protocol forwarded by PI
  - Return protocol to PI
  - Display approval letter
  - Track status of protocol
3. Student PI
  - Get access
  - Create original submission, amendment, renewal
  - Respond to requests for revisions from REB reviewers
  - Display approval letter
  - Track status of protocol

### **Registration Instructions**

- Please access the course schedule on the [RAISE Help and Support page](#). The schedule for this course is found under **My Research Human Protocols (MRHP) Basics for PIs, PI Assistants, and Students** in the green section at the top of the page.
- Course registrations are now managed through the Centre for Research & Innovation Support (CRIS). The first time you access the CRIS registration system, EVE, you will be prompted to **create a short user profile**. After having completed your user profile, you will be able to browse the event calendar, or go back to the RAISE Help & Support page. Importantly, **you also need to REGISTER for the specific course**

date and time by clicking directly on the session you would like to attend. Registered attendees will receive a confirmation email.

## **B. MRHP User Clinics – Bring Your Work!**

Following each basic training session, as well as at additional times, we are offering user clinics. Please note that you don't need to have attended the MRHP basics training in order to register for a user clinic.

MRHP users are invited to work on their own human research ethics protocols during these sessions while support staff are available to answer business questions or troubleshoot technical issues. A desktop PC will be available to each registrant, but feel free to bring your own laptop so that we can check your browser settings. During this informal session, attendees can create a protocol from scratch or discuss an issue previously encountered while using the MRHP system.

### **Registration Instructions**

- Please access the course schedule on the [RAISE Help and Support page](#). The schedule for this course is found under **My Research Human Protocols (MRHP) & My Research Animal Protocol (MRAP) User Clinic** in the green section at the top of the page.
- Course registrations are now managed through Centre for Research & Innovation Support (CRIS). The first time you access the CRIS registration system, EVE, you will be prompted to **create a short user profile**. After having completed your user profile, you will be able to browse the event calendar, or go back to the RAISE Help & Support page. Importantly, **you also need to REGISTER for the specific course** date and time by clicking directly on the session you would like to attend. Registered attendees will receive a confirmation email.

Tip sheets providing step-by-step instructions for MRHP processes can be found on the [RAISE Help and Support page](#).

Please contact the RAISE Helpdesk at **416-946-5000** or [raise@utoronto.ca](mailto:raise@utoronto.ca) if you have any questions about any of the My Research Systems. If you have challenges with the EVE registration system, please contact [CRIS@utoronto.ca](mailto:CRIS@utoronto.ca)

