

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.)

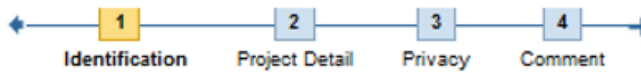
The screenshot shows the 'Administrative Web Services' page for the University of Toronto. A security warning at the top states: 'To protect the security of your data, this application will automatically terminate in 03:01:58. Unsaved work will be lost.' The navigation bar includes 'Welcome', 'Inbox', and 'My Research' (highlighted with a blue arrow and number 1). Below this, a sub-navigation bar shows 'Inbox', 'Research Applications', 'My Research On-line', 'Animal Protocols', and 'Human Research Protocols' (highlighted with a blue arrow and number 2). A left sidebar contains a tree view with 'MRHP Help', 'Inbox', 'CO_PI', 'Adhoc Unit Head for Classes', 'Instructor P', 'PI' (highlighted with a blue arrow and number 3), 'My Human Research Protocols' (highlighted with a blue arrow and number 4), 'Board Meetings (PI)', 'Designate', 'Reports', and 'Supervisor'. The main content area has a heading 'Click protocol to select it, then click the relevant button.' and two tabs: 'Human Protocol Search for PI - Submitted (23)' and 'Human Protocol Search for PI - Unsubmitted (25)'. Below the tabs is a table with columns: 'Protocol #', 'HP Title', 'Applicant Name', 'Applicant Primary Appointment', and 'Applicant Rank'. The first row is highlighted in yellow and contains the values: '36136', 'Sample Human Protocol' (highlighted with a blue arrow and number 5), 'Faculty of Social Work - Faculty of Social Work', and 'Professor'. Above the table, there are buttons: 'Create New Protocol', 'Create Amendment', 'Create Renewal', and 'Create PCR' (circled in red and highlighted with a blue arrow and number 6). The table also has a 'view:' dropdown set to '[Standard View]' and an 'Open Folder View' link.

Protocol #	HP Title	Applicant Name	Applicant Primary Appointment	Applicant Rank
36136	Sample Human Protocol	Faculty of Social Work - Faculty of Social Work	Professor	

7. Click on the Next (Previous) button to navigate through the PCR to start editing

Project Completion Report

✓ PCR: 00000522 was created successfully.

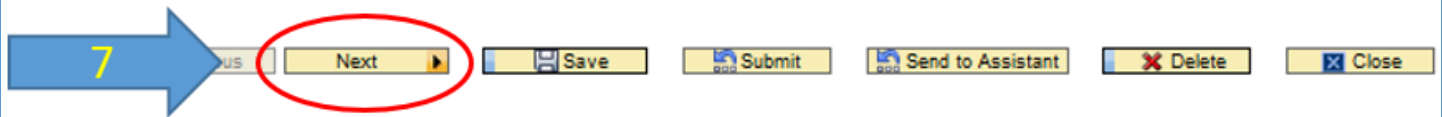


Project Identification

Project Title: Sample Human Protocol
Protocol #: 00036112
Original Approval Date: 2018-05-01
Last Renewal Date:
Protocol Expiry Date: 2019-05-01
Complete/Closure Date:

Applicant Information

Name:
Department / Organization: Faculty of Social Work - Faculty of Social Work
Phone: 416-978-1973 Ext:
Email: BLUEFORMUOFT@GMAIL.COM
Rank:



8. Fill in the mandatory fields (marked with red asterisk) in the sections:
 - Project Detail
 - Privacy
9. Click Submit button available from any screen

Project Completion Report

1

2

3

4

Identification
Project Detail
Privacy
Comment

Project Information

How many research participants were proposed for the study?

How many research participants were involved in this study? *

Did any research participants actively withdraw from the study? * ☒ Yes ☐ No

How many research participants completed the study? *

Since receiving original ethics approval, have there been any adverse or unanticipated events? * ☐ Yes ☒ No

Please give the reason and provide explanation for closing the study(i.e., end of study, accrual met, not enough participants, etc.) :*

Please provide a brief summary of findings of your study (100-200 words)*

Previous

Next

Save

Submit

Delete

Close

9

8

 Fill in mandatory fields marked with red asterisk

To access saved PCR for editing and further submission (PCR saved, but not submitted)

1. Click on **“Human Protocol Search for PI – Unsubmitted”** tab.
2. Click on HP to highlight
3. Click Load PCR

To protect the security of your data, this application will automatically terminate in 02:46:51. Unsaved work will be lost.

Welcome | Inbox | **My Research**

Inbox | Research Applications | My Research On-line | Animal Protocols | **Human Research Protocols**

MRHP Help

Inbox

↳ CO_PI

↳ Adhoc Unit Head for Classes

↳ Instructor PI

▼ PI

My Human Research Protocols

Board Meetings (PI)

↳ Designate

↳ Reports

↳ Supervisor

Click protocol to select it, then click the relevant button.

Human Protocol Search for PI - Submitted (23)

Human Protocol Search for PI - Unsubmitted (25)

1

View: [Standard View]

Open Folder View

Create New Protocol

Load Protocol

Load PCR

Load

3

Protocol #	Submission Type	HP Title	Applicant Name
38112	Completion Report	Simple Human Protocol	Dr Adrianna

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Please contact the RAISE Helpdesk at 416-946-5000 or raise@utoronto.ca with any questions.