

A. How to Create a Protocol Completion Report (PCR) in MRAP

Log into My Research at <https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/>

Click on:

1. My Research
2. Animal Protocols
3. Animal PI
4. My Animal Protocols
5. The PROTOCOL NUMBER to enable the Create PCR button (click on number and NOT title)
6. Now the Create PCR button will be enabled – click to go to the 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. The navigation menu on the left includes 'My Research', 'Animal Protocols', 'Animal PI', 'My Animal Protocols', 'Animals', 'Designate', and 'Committee Meetings (PI)'. The main content area shows a table of protocols. The 'Create PCR' button is highlighted in the top right. Arrows indicate the following steps: 1. Click 'My Research' in the top navigation bar. 2. Click 'Animal Protocols' in the left sidebar. 3. Click 'Animal PI' in the left sidebar. 4. Click 'My Animal Protocols' in the left sidebar. 5. Click the protocol number '20012147' in the table. 6. Click the 'Create PCR' button in the top right.

7. Ensure that your animal counts are up to date (see [Animal Counting Instructions](#)).
8. Fill in mandatory fields marked with red asterisks
9. Check the Confirmation box
10. Submit the PCR

Please note: The PCR cannot be approved when there are animals on hand.

The screenshot shows the 'Protocol Completion Report' form. The form contains the following sections:

- AP Number:** 20012147
- PI:** Dr J
- Title of Research:** Last step PCR
- Animal Species:** Rats
- Number of animals approved to date:** 1
- Number of animals used to date:** 0
- Number of animals approved for the most recent period:** 1
- Number of animals used for the most recent period:** 0
- If additional animals were requested via an amendment in the most recent year, please explain why:** (Red asterisk)
- Briefly describe any complications, animal welfare/disease issues or endpoint issues that were encountered in the most recent year. Include estimates of morbidity and mortality for any** (Red asterisk)
- Please explain the reason(s) for any modifications/amendments that were made to the protocol in the most recent year:** (Red asterisk)
- In the space below, briefly provide specific details on the study's progress and results in the most recent year:** (Red asterisk)
- Summary of progress and results over the life of the protocol. Please provide citations for all publications and/or conference abstracts generated from the previous work:** (Red asterisk)
- Confirmation box:** ☒ The information provided in this Protocol Completion Report is as complete and accurate as possible.
- Buttons:** Save, Submit, Send to Assistant

 Arrows indicate the following steps: 7. Click the 'Number of animals approved to date' field. 8. Click the 'Number of animals used to date' field. 9. Click the 'Confirmation box'. 10. Click the 'Submit' button.

B. How to Access An Unsubmitted PCR Document to Continue Working On It and Submit

To get back to a PCR document that was created, saved, and closed before submission, navigate to your list of protocols (steps 1 to 4 in Part A, above) and then click on:

1. “Protocol Search for PI – **Unsubmitted**” tab
2. The PROTOCOL NUMBER (click on number and NOT title)
3. Load PCR

The screenshot shows the 'Administrative Web Services' interface for the University of Toronto. The top navigation bar includes 'Welcome', 'Inbox', 'My HR Self-Service', and 'My Research'. The 'My Research' section is active, showing 'Research Applications', 'My Research On-line', 'Animal Protocols', and 'Human Research Protocols'. The 'Animal Protocols' section is expanded, showing 'Protocol Search for PI - Submitted (102)' and 'Protocol Search for PI - Unsubmitted (45)'. The 'Unsubmitted' tab is selected, indicated by a blue arrow labeled '1'. Below the tabs, there is a table of protocols. The table has columns: 'Protocol #', 'AP Submission Type', 'AP Title', 'PI Name', 'Animal Species', and 'Create Date'. The first row is highlighted in yellow, with a blue arrow labeled '2' pointing to the protocol number '20012105'. The second row is also highlighted in yellow, with a blue arrow labeled '3' pointing to the 'Load PCR' button. The table data is as follows:

Protocol #	AP Submission Type	AP Title	PI Name	Animal Species	Create Date
20012105	Completion Report	Strain chart test	Dr	Rats	2018.04.10
20012147	Report	Last step PCR	Dr	Rats	
20012140	Completion Report	SD test - regression test - MRHPROD-173 - MRA vs MRHP hi	Dr	Rats	2018.04.03