

Toronto School of Theology
Research Ethics Submission Process for TST Graduate Students
(Doctoral Theses, MA MRPs and ThM Theses)

January 2019

All student projects require ethical and academic oversight by the Toronto School of Theology. All projects involving research with human subjects must also be submitted to the Research Ethics Board at the University of Toronto and are subject to the UofT Guidelines on the Use of Human Subjects in Research.

TST Graduate students and Supervisors must follow these procedures in order to submit a Research Ethics proposal:

1. The **student** will submit a completed MRHP application worksheet available at <http://www.research.utoronto.ca/forms/> with their Thesis Proposal*. The Supervisor and the GCTS Office, where appropriate, will give feedback on the worksheet, and the student will revise the document as necessary, subsequent to the approval of their Thesis Proposal.
2. Once the Thesis Proposal is approved, the **Supervisor** emails raise@utoronto.ca and requests that the student be set up as a "TST PI" (TST Principle Investigator) copying the student's University of Toronto email address and the GCTS Office (gcts.office@utoronto.ca).
3. The **RAISE team** will inform the student when their account is ready, copying the Supervisor and attaching a copy of the "TST approval form," to be used in step 5 (see below).
4. Once the account is set up the **student** completes the protocol online at <http://aws.utoronto.ca/services/my-research-mr/> listing the Supervisor and the GCTS Director (use email gcts.office@utoronto.ca) as "external collaborators." **DO NOT SUBMIT THE PROTOCOL.**
5. The **student** generates a **PDF** of the online protocol and emails a copy to the Supervisor for approval. See Appendix : *How to Create a PDF Human Research Ethics Protocol in the MyResearch Human Protocol (MRHP) System to Forward to TST Supervisor or Director for Review.*
6. When the **Supervisor** is satisfied, he or she will sign the TST approval form (with an original signature) and combine the PDF protocol and the signed approval form into a new PDF document i.e., one PDF document made up of the protocol and the signed approval form as last page. The **Supervisor** will then email the combined document to the student, copying the GCTS Office (gcts.office@utoronto.ca).

* Or completed MRP Outline, for MA students.

7. Following approval from the GCTS Office, the student will be sent the combined document with the GCTS signature. *PLEASE NOTE*: The process may need to be repeated if the worksheet needs edits.
8. The **student** then uploads a PDF of the protocol plus approval form with the signatures of both their supervisor and the GCTS Office to section “13 – Documents attached” in the MRHP online protocol, and then submit the protocol in MRHP.
9. The **student** can monitor the progress of the Research Ethics Board online.
10. Once the student has received approval from the Research Ethics Board, the **student** forwards a copy of the approval to the GCTS Office (gcts.office@utoronto.ca).

Students requiring help with the technical aspects of submitting their protocol, should contact: raise@utoronto.ca.

Students and **Supervisors** requiring help with the technical side of creating and/or combining PDF please contact your home college.

More information about research ethics can be found at: <http://www.research.utoronto.ca/policies-and-procedures/>

How to Create a PDF of the Human Research Ethics Protocol in the My Research Human Protocol (MRHP) System to Forward to TST Supervisor or Director for Review **PRIOR to Submission**

Log into MRHP at <http://aws.utoronto.ca/services/my-research-mr/>

Click on:

1. My Research
2. Human Research Protocols
3. External PI
4. My Human Research Protocols
5. Human Protocol Search for PI – **Unsubmitted**
6. Select your protocol by clicking anywhere on the row of information for that record (e.g. on Title). It will be high-lighted in orange, and the “Load Protocol” button will be enabled.
7. Click on the “Load Protocol” button. This should take you to the Identification page of the protocol. (If nothing happens when you click on the button, please check if your browser is blocking pop ups, and allow pop ups.)

The screenshot shows the 'Administrative Web Services DEV SITE' interface for the University of Toronto. A security warning at the top indicates the application will terminate in 02:36. The navigation menu includes 'Welcome', 'Inbox', 'My Research', and 'Human Ethics Protocols'. The 'My Research' section is expanded to show 'Human Protocol Search for PI - Submitted (1)' and 'Human Protocol Search for PI - Unsubmitted (1)'. The 'Unsubmitted' section is selected, displaying a table of protocols. A callout '1' points to the 'My Research' menu item, '2' to 'Human Ethics Protocols', '3' to 'External PI' in the sidebar, '4' to 'My Human Research Protocols' in the sidebar, '5' to the 'Unsubmitted (1)' tab, '6' to a row in the table, and '7' to the 'Load Protocol' button. A banner reads 'Click protocol to select it, then click the relevant button.' The table below shows a single protocol record.

Protocol #	Submission Type	HP Title	Applicant Name	Supervisor Name	Create Date	Status
	Original	Sample protocol by TST student	Mary Charles		28.11.2018	Saved by Applicant

- On the left panel of the Identification page you'll see the link to "Generate PDF". Click on this link to download the PDF which you may then provide to your supervisor.

Identification

Next Save Send to Asst. Send to Collaborator / Co - Investigator Delete

Page Help

You have successfully updated the protocol

Title

Title of Research Application: * Sample protocol by TST student

Applicant Information

Name: Mary Charles
 Department / Organization: N/A
 Phone: * Ext:
 Email: blueformu0@gmail.com
 Rank: External

Collaborators/Co-Investigators/Alternate Contact(s)

Please provide a list of other personnel interacting with participants, and at least one alternate contact: *

Find UT Collaborator / Alt. Contact My Collaborators / Alt. Contact Find External Collaborators / Alt. Contact

Name	Department / Institution	Email	Phone	Designation
There are no collaborators.				

RIS HP #:
 Document Status: Saved by Applicant : 010
[Additional HP Details](#)

Notes (0)
[Status History](#)
[Change History](#)
Generate PDF 8
[Protocol Form Instructions](#)

*Indicates a mandatory field

- Please note that the PDF of the protocol **does not include** any separate appendices/forms that you attached to MRHP. You can see all documents that you've attached to the MRHP record by going to section "13-Documents Summary". These will need to be provided to your supervisor in addition to the PDF of the protocol, to create the full package for review.

Documents Summary

Previous Next Save Send to Asst. Send to Collaborator / Co - Investigator Delete

Page Help

You have successfully updated the protocol

Please review the list of attached documents below and upload any missing documentation.

Upload Document

Filename: * Browse...
 Description: *
 Document Classification: *
 Document Date: *

Upload

Download All (Not supported by IE)

Uploaded Documents

	Filename	Description	Classification	Document Date
	Desart.jpg	Consent form for A	Consent - Information Letter, Consent Form	2018.11.15
	Penquins.jpg	recruitment poster	Recruitment Docs - Posters, Ads, Flyers, etc.	2018.11.26

RIS HP #:
 Document Status: Saved by Applicant : 010
[Additional HP Details](#)

Notes (0)
[Status History](#)
[Change History](#)
[Generate PDF](#)