

My Research Funds (MRF) / University of Toronto Research Account (UTRAC)

Frequently Asked Questions (FAQ)

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1. What is UTRAC?

UTRAC, or University of Toronto Research Account, is the successor to the Funded Research Digest (FReD) and launched to the University of Toronto (U of T) research and innovation community on **December 2, 2023**. Like FReD, UTRAC provides users with detailed information about funded research awards within a modern user interface with enhanced functionalities and support features.

2. What is MRF?

MRF, or My Research Funds, is a multi-phase, multi-year initiative that will modernize U of T's research funding administration tools. At the completion of the initiative, My Research Funds will replace and improve on the current My Research On Line (MROL) platform.

UTRAC, the successor to FReD, is the first component of MRF that launched on **December 2, 2023**.

3. How is UTRAC different from FReD?

UTRAC presents the same information as FReD, which is a record of the terms and conditions of a research award and contains information about budget installments, eligible and ineligible expenses, project and financial deliverables, intellectual property terms, and other terms. UTRAC builds on the foundation of FReD while providing the following enhancements:

- **Easy to use and navigate**
New look, new feel: UTRAC's modern user interface allows for an optimized user experience and navigation flows through its user-centric design.
- **Better transparency and visibility**
Users can now access important documents like funding agreements directly within the system, track the status of a funded research award (e.g., award is open; award has ended), and view a list of protocols and permits linked to an award.
- **Built-in support functionalities**
Users can connect with key contacts in VPRI for questions or support using integrated contact forms.

4. As a Researcher / Principal Investigator, where can I access my expense reports and mark them as reviewed?

If you are a Researcher / Principal Investigator (PI), you will continue to access detailed expense reports using the **Accounts** tile in My Research On Line (MROL). Similarly, you can continue to mark your monthly expense reports as reviewed using the existing tool.

As part of the second phase of MRF, expense reports will be rebuilt and integrated into UTRAC to provide users with a one-stop shop for information related to their funded research awards. The second phase is still under development and additional details on the launch of the modernized expense reports will be communicated in the future.

5. As a divisional research administrator, will I have access to UTRACs in my division?

If you are a divisional research administrator and **have been designated by your Unit Head** (e.g. Dean/Principal) or their alternate (Vice-Dean/Vice-Principal, Research), you will have view access to UTRACs created for PIs who have indicated an Administering Unit (HR org unit) that falls under your division's HRIS hierarchy.

For example, if:

- You are a divisional research administrator for the Temerty Faculty of Medicine;
- Your Unit Head (Dean of Faculty of Medicine) has designated you as a Divisional Research Services Officer for the division;
- A UTRAC has been created for a PI who selected Department of Biochemistry as the Administering Unit for their application in MRA;

... then you will see the **My Unit's UTRACs** tile when you access My Research Funds, and you will be able to see and access the UTRAC for the PI in this example.

For more information on how to be designated as a Divisional Research Services Officer in UTRAC for your divisional hierarchy, visit the [My Research Funds](#) page under the **Access to My Research Funds** section.

6. As a Business Officer, will I have access to UTRAC?

UTRAC access for Business Officers is included in the Business Officer role in My Research Applications & Agreements (MRA). Business Officers must be designated by their Unit Head (e.g. Chair/Director/Dean/Principal) or their alternate.

Designated Business Officers will have view access to UTRACs created for PIs who have indicated an Administering Unit (HR org unit) on the HRIS hierarchy of the unit at which they are assigned as a Business Officer in MRA.

For more information on how administrative staff can be designated as a Business Officer in UTRAC for their Administering Unit, visit the [My Research Funds](#) page under the **Access to My Research Funds** section.

7. How can PIs assign a Project Manager in UTRAC?

If you are a PI, you can provide access to your UTRACs for your support staff who do not have access to FIS (i.e. Project Manager). Project Managers who have been set up for access to their PI's FReDs and expense reports in My Research On Line (MROL) will automatically have access to UTRAC.

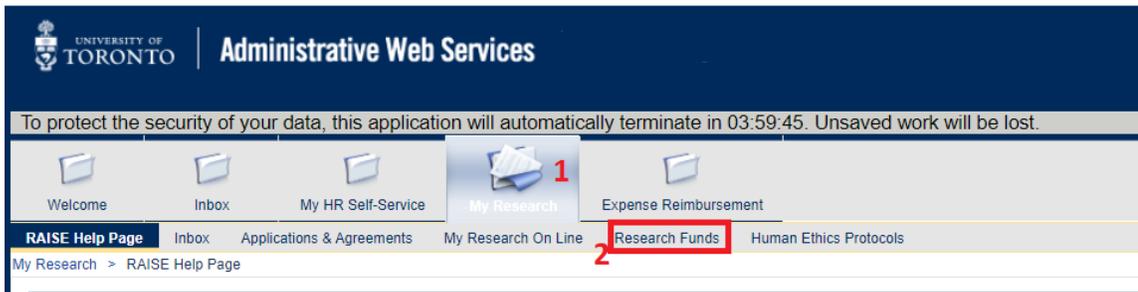
If you are interested in setting up Project Manager access for MROL and UTRAC, please submit the [Divisional MROL Access form](#) to ris.help@utoronto.ca.

Note: Support staff with the **PI Assistant** role in My Research Applications & Agreements (MRA) will **not** automatically have access to UTRAC. Staff must be set up in the **Project Manager** role by request. An individual could have both the PI Assistant role and Project Manager role, although in many cases an individual might only have one role or another.

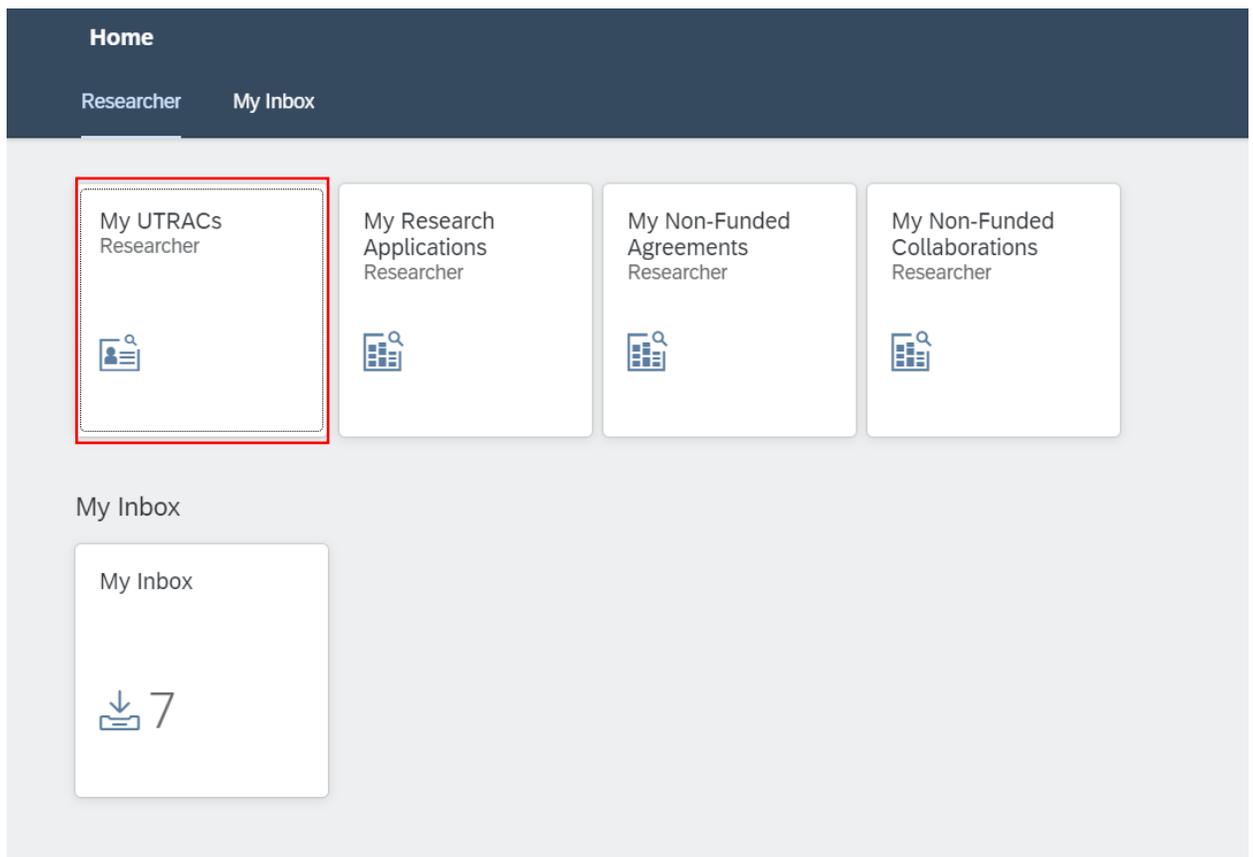
8. Where can I find a list of my UTRACs (as a PI)?

Principal Investigators (PIs) may ask divisional research administrators or other staff for guidance on accessing their UTRACs. The following step-by-step guide details how a PI can navigate to their list of UTRACs from the My Research portal.

1. Log in to the [My Research portal](#) using your UTORid.
2. Click on the **My Research** tile in the top navigation menu, then **Research Funds**.



3. A new screen containing navigation tiles will open. Click on **My UTRACs** to view your list of UTRACs.



Note: This page might have more tiles depending on your role (for example, if you have the PI/Researcher role and a Chair role).

- Once on the UTRAC Search List page, you will see a list of UTRACs on which you are the Principal Investigator (PI) or a designated Co-Investigator (Co-I) with a portion of the budget in your PI Funds Centre. Narrow down your search for UTRACs using any of the search filters at the top of the screen.

The screenshot shows the 'UTRAC Search List' interface. At the top, there is a navigation bar with a home icon, the text 'UTRAC Search List', a search icon, and a user profile icon. Below the navigation bar, there is a dropdown menu set to 'Standard*'. The main area contains several search filters arranged in two rows. The first row includes 'UTRAC No.', 'Program:', and 'RIS Application #'. The second row includes 'Sponsor:', 'Fund No.', 'Lead PI Funds Center:', and 'Is Master:'. Each filter has a text input field and a magnifying glass icon. At the bottom right of the filter area, there are buttons for 'Go', 'Clear', and 'Adapt Filters'. Below the filters, there is a horizontal line with a small icon.

- Once you have found the UTRAC of interest, open it by clicking on the UTRAC number (blue hyperlink).

UTRAC No.	Lead Researcher	Title / RIS Application #	
72065496	Prof David	McLean Award (222981)	>
Sponsor: Connaught Fund (300743)			
Program: McLean Award (20002842)			
Fund:			
Fund Center:			
Status: ✔ Published			

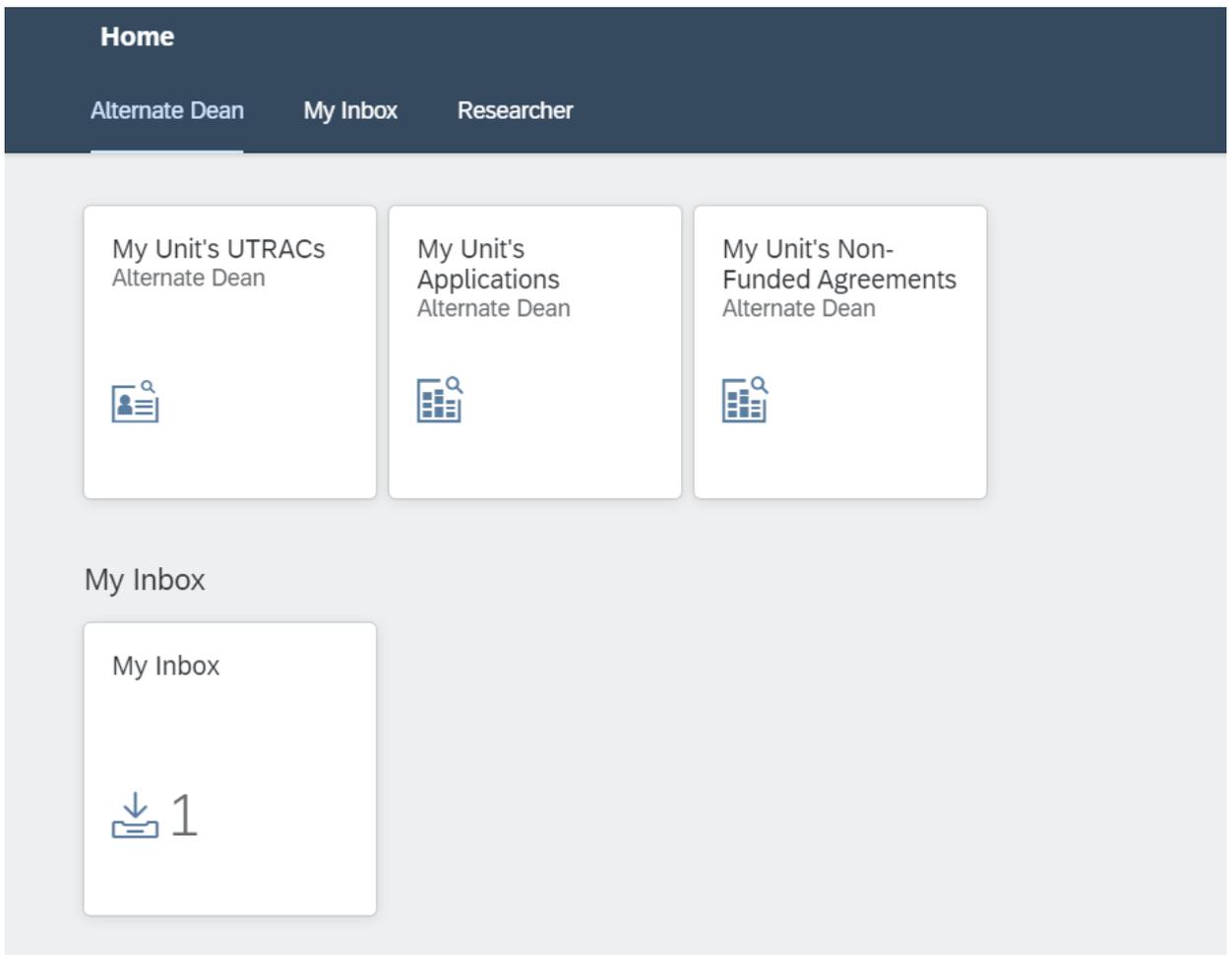
9. Where can I find a list of UTRACs in my Division/Unit (as a Divisional Administrator, Unit Head, or Business Officer)?

Divisional administrative staff who have been set up with the Divisional Research Services Officer role for their division can access UTRACs in their division from the My Research portal. (see question #5 for more details on divisional access)

- Log in to the [My Research portal](#) using your UTORid.
- Click on the **My Research** tile in the top navigation menu, then **Research Funds**.



3. A new screen containing navigation tiles will open. Click on **My Unit's UTRACs** to view the list of UTRACs in your division.



4. Once on the UTRAC Search List page, you will see a list of all UTRACs that you have authorizations to see. Narrow down your search for UTRACs using any of the search filters at the top of the screen.

- Once you have found the UTRAC of interest, open it by clicking on the UTRAC number (blue hyperlink).

UTRAC No.	Lead Researcher	Title / RIS Application #
72065496 ←	Prof David	McLean Award (222981) >
Sponsor: Connaught Fund (300743)		
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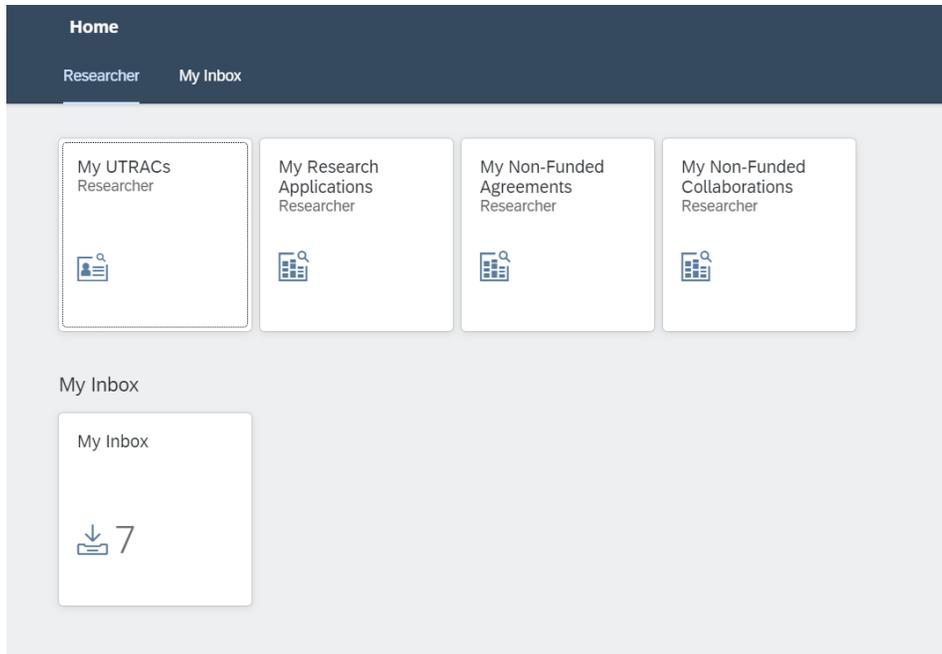
10. What is the new navigation screen where I access the UTRAC List?

The screen where you access the UTRAC List is called Fiori Launchpad Reporting (FLP). FLP currently allows users 24/7 access to run a range of key reports using live AMS data.

As part of U of T's modernization initiative, several My Research tools will become accessible from within FLP. **After December 2, 2023**, FLP will facilitate access to the following My Research modules:

- University of Toronto Research Account (UTRAC)
- My Research Applications
- My Research Non-Funded Agreements
- My Research Non-Funded Collaborations
- Inbox

Currently, My Research Animal Protocol (MRAP) & My Research Human Protocol (MRHP) will not be accessed through FLP after December 2, 2023, and will continue to be accessed in the My Research portal. More information will be released in the future.



11. Can I download or print a UTRAC?

Since the new interface in UTRAC prioritizes ease of navigation, information is grouped by page and certain sections are expandable and collapsible. For this reason, the UTRAC itself cannot be downloaded or printed as a single document.

However, if users wish to save a local copy for printing purposes, for example, they may display and download UTRAC in **Classic FReD** view. Note that linked protocols & permits, linked UTRACs, detailed contact information, and some other functions will not be displayed in Classic FReD.

