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

Using UTRAC's Built-in Support Features

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### How do I use UTRAC's built-in contact forms?

Users can contact the primary Researcher, VPRI Research Officer, and/or VPRI Research Accountant directly within UTRAC using the built-in contact forms.

1. To access the forms and contact a specific role, you can click on any of the highlighted sections in the image below.

三   俞 UTRAC Award Details		Version 1.0 - activel Change version 🕞 ^ 🗸 😫
😰 Research Award Details	72068209 / 1 / Research Award Details	
🚑 Sponsor Details	test	<ul> <li>E3</li> </ul>
Financial Terms	Version Date: Jul 19, 2023 Application: 🔓 000000	Research Officer
Budget	Active Version: (i) V Researcher B Dr Agnus Day	Res. Accountant RI Olu Eni
B Payments & Deliverables		
Sub Awards	Research Application Research Award Details Funds Center Versions	
Other Terms		
😰 Linked Funds & NFA		
Protocols & Permits	Application Information	Other
Attachments	Application: test	Is this a Master Agreement?:
Expense Reports	ou an	Amendment Under Negotiation?:
	Researcher: Dr Agnus Day 📅 Department: DEPT OF PHVSIOLOGY(173)	
	Research Award Details	
	General Details	Other
	Award Type: Funded	Research Accountant: Olu Enie
	Fund No: 000000	Research Officer: Day Ye Di
	Fund Period: Apr 1, 2023 To Mar 31, 2025	Cost Centre: MED:Physiology:Research 000000
	Grant Period: Apr 1, 2023 To Mar 31, 2025	Internal Order:
	Lead PI Funds Center: 000000	Minuet No.: -

2. A box with the contact details (phone number, email, department) will appear. Click the "Contact me" button in the right corner.

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Research Award Details	72068209 / 1 / Research Award Details	Research Onicer	
🐣 Sponsor Details	test	<b>EZ</b>	0 2
🚺 Financial Terms	Version Date: Jul 19, 2023 Application: 🗐 000000	1024	
Budget	Active Version: (i) V Researcher: (ii) Dr Agnus Day	Research Officer: Day Ye Res. Accountant: Olu Eni Contact Details	
Payments & Deliverables		Phone:	
Sub Awards	Research Application Research Award Details Funds Center Versions		
Other Terms		Email: BLUEFORMUOFT@GMAIL.COM	
😢 Linked Funds & NFA			
🛞 Protocols & Permits	Application Information	Other Department: N/A(0000000)	
Attachments	Application: test	Is this	
Expense Reports		Amendme	
	Researcher: Dr Agnus Day 💽 Department: DEPT OF PHYSIOLOGY(173)		
	Research Award Details		
	General Details	Other	
	Award Type: Funded	Research Accountant: Olu Enia 🖂	
	Fund No: 000000	Research Officer: Day Ye 🖂	
	Fund Period: Apr 1, 2023 To Mar 31, 2025	Cost Centre: MED:Physiology:Re	search 000000
	Grant Period: Apr 1, 2023 To Mar 31, 2025	Internal Order:	
	Lead PI Funds Center: 000000	Minuet No.: -	

3. A contact form will appear with certain details pre-filled. Fill out the form and click Send.

Write your message or question here.
You can add additional recipients from the "+"
icon.

#### Where can I access support documentation within UTRAC?

Each page in UTRAC has a section help button that links to online help documentation. You can access the documentation from the *2* button.

😑 🍙 UTRAC Award Details			Version 8.0 - active! Change version			
Research Award Details	72069130 / 8 / Research Award Details					
🐣 Sponsor Details				3	53	
Financial Terms		Research Officer: Davis Fund No: 518201				
Budget	Version Date: Nov 29, 2023 Application: 🔒 231784 Active Version: 🥑 Yes Researcher: 🌆 Adrianna Su	Research Officer: Davis Fund No: 518201 Res. Accountant: Candice Fund Status: Open				
Payments & Deliverables						
Sub Awards	Research Application Research Award Details Funds Center Versions					
Other Terms						_
😢 Linked Funds & NFA						
Protocols & Permits	Application Information	Other				
Attachments	Application:	Is this a Master Agreement?:				
Expense Reports	231784	Amendment Under Negotiation?:				
	Researcher: Adrianna Su 🖂					
	Department: FACULTY OF SOCIAL WORK(024)					

# How do I contact the RAISE Help Desk for questions?

For technical questions and troubleshooting, you can contact the RAISE Help Desk. The Help Desk will be staffed from 9:00 a.m. to 5:00 p.m. Monday to Friday with extended hours prior to major deadlines. The Help Desk can be reached by phone number: 416 946-5000 or email: <u>raise@utoronto.ca</u>

You can also email the Helpdesk directly within UTRAC from the "My Items" menu.



Contact Help Desk		
Phone:		
416 946 5000		
Email:		
ea raise@utoronto.ca	104	
<ol> <li>Or submit a request using the below</li> </ol>	form	
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What would you like to tell us?		
Sender Name:		
of Enter your Name	re	
Sender Email:	20	
S Enter a valid email address		
Enter your contact number		
Subject:		
Comments:		
		Write your message or
		question here.
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0	Send Close	
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	Click send to send	
	your message.	