## My Research On Line (MROL) – **PI View** How to Log in and Mark Expense Details as Reviewed – October 2016

## A. Log into MROL as a Principal/Co Investigator (with an MRA account)

Researchers with a My Research Application (MRA) account can log into MROL via My Research.

1. Go to http://aws.utoronto.ca/ and click on My Research (MR) in the Research section.

Research	
My Research (MR)	
My Research On Line	(MROL) ← NOT this!

You will be at the **My Research** log in screen (save this as a bookmark/favourite on your web browser).

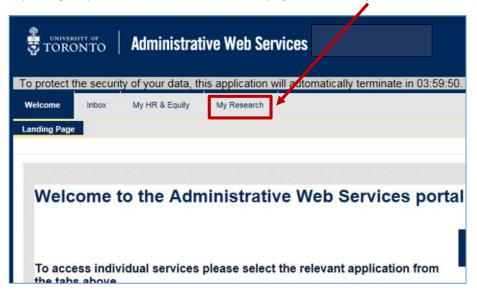
### Click on the Login to MR button

	nterprise Applications & Solutions Integration ministrative Web Services	Help   System Availability   EASI
Please note that the My Researd	h system will be unavailable from 6 PM to 9 PM Wednesday	/, October 5, 2016 for system maintenance
My Research (MR	)	
	web-enabled gateway for Investigators, Academic earch related administrative activities at the University of	About VP Research & Innovation
<b>System availability</b> : 7:00 AM to Bookmark this page using Ctrl +	1:00 AM next day. D (Windows) or	HELP DESK Mon - Fri 9:00 AM - 5:00 PM 416.946.5000   RAISE@utoronto.ca
This service utilizes your UTORic	l credentials.	User Guide (PDF) Frequently Asked Questions (FAQs) Training Schedule

Enter your UTORid and Password and click on Log in

weblogin idna		
weblogin idpz		Protect Yo
Password	Steps you can take to protect your account:	How to Lo
	Before you begin, make sure this page (URL) starts https://idpz.utorauth.utoronto.ca/	Finding He
Log in 오	When you are finished, ensure you log out of any web sites that require authentication and exit your browser.	
	Keep your password a secret at all times Tip: U of T will never ask for your password or other personal information by e-mail.	

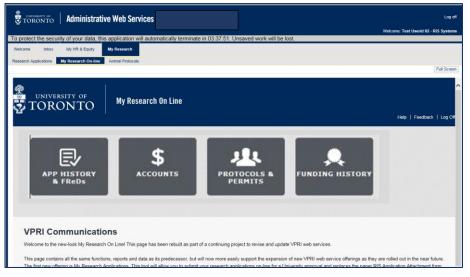
2. When you log in, you will land on the Welcome page. Click on **My Research**.



3. Click on the My Research On-line option on the My Research sub menu

TORONTO	Administrative Web Services
To protect the securi	ty of your data, this application will automatically terminate in 03:38:29.
Welcome Inbox	My HR & Squity My Research
Research Applications	My Research On-line Animal Protocols
<ul> <li>Application Search</li> <li>Create New Application</li> <li>Designate</li> </ul>	No content available for this navigation node

4. The My Research On-Line main page will display. You can access the sub reports from here.



#### B. Mark Expense Details As Reviewed

- 1. Log into My Research and navigate to the main MROL page as in section A, above.
- 2. The on-line button that should be used by the PI to track the review of expenditure details is found on the Expense Details section of the PI Monthly Report.

Click on the **\$ Accounts** button" to proceed to this report.

1

UNIVERSITY OF TORONTO My Research On Line
APP HISTORY & FReds ACCOUNTS A
VPRI Communications
Welcome to the new-look My Research On Line! This page has been rebuilt as part of a continuing project to revise and update VPRI web services.
This page contains all the same functions, reports and data as its predecessor, but will now more easily support the expansion of new VPRI web service offerings as they are rolled out in the near future. The first new offering is My Research Applications. This tool will allow you to submit your research applications on-line for a University approval and replaces the paper RIS Application Attachment form. No more running around with the form to get signatures! If you see the My Research Applications button above, then you are part of the initial roll out group for this project. If you do not see the button, you will see it when your department or faculty is rolled out.
Full information on this initiative, including the roll-out schedule, is available through the links below:
Roll-Out/Training Schedule     My Research Applications User Guide     Password Reset     Project RAISE updates     Research Alerts
For help with any of the VPRI web services you may call 416 946 5000 or write to RAISE@utoronto.ca.
Vice President, Research and Innovation www.research.utoronto.ca   Contacts

This will take you to the "Overview of Research Funding" report which lists the researcher's Fund Centre (FC) and active research Funds linked to that FC.

3. Click on the Fund number to be reviewed.

DOWNIE, GORD         Open Positive Carryforwar         10,000,00 2,858,48         117           Positive Carryforwar         2,861.79 20,766,13         0,00 11,358,38         268           208649         496435         March 31,2020         CIHR - Grants         Open         153,845.76         148,783,19         4,88           208649         497627         Nov 30, 2017         CIHR - Awards         Open Total         Open Copen Total         6,384,19         2,982,97         3,38           208649         497627         Nov 30, 2017         CIHR - Awards         Open Total         Open Total         6,384,19         2,982,97         3,38           CGS Doctoral - Joseph Boyden - lysosomal storage diseases         Total         48,884,19         17,982,97         30,88		UNIVERSITY OF	Overview of Acti		Help   How To Read This Re	eport   Back T	™OL   Log Of
Status of Active Fesearch Funds as of October 2, 2016:         Please note that the current funds available" amounts may not include some periodic postings such as payroll or purchase card charges.         Click on Fund number to view the PI Report details of a specific account.         CF Center Fund       Sudget       Commit/ Current Funds // Actuals         OPEN       Budget Category       Budget       Commit/ Actuals         Commit/ Current Funds // Actuals         OPEN       DUTFA - PROF EXP REIM       8.0494 34       1,529.00       0.05649         OPEN       UTFA - PROF EXP REIM       8.0494 34       1,529.00       0.05649         OPEN       UTFA - PROF EXP REIM       8.0494 34       1,529.00       0.05649         OVENIE, GORD       Open       10,000.00       0.881.79       0.000       2.08649         200649       496435       March 31, 2020       CIHR - Grants       Open       153.645.76       148.783.19       4.88         208649       497827       Nov 30, 2017       CIHR - Awards       Open	Welco	ome Gord Downie					
Status of Active Fesearch Funds as of October 2, 2016:         Please note that the current funds available" amounts may not include some periodic postings such as payroll or purchase card charges.         Click on Fund number to view the PI Report details of a specific account.         CF Center Fund       Sudget       Commit/ Current Funds // Actuals         OPEN       Budget Category       Budget       Commit/ Actuals         Commit/ Current Funds // Actuals         OPEN       DUTFA - PROF EXP REIM       8.0494 34       1,529.00       0.05649         OPEN       UTFA - PROF EXP REIM       8.0494 34       1,529.00       0.05649         OPEN       UTFA - PROF EXP REIM       8.0494 34       1,529.00       0.05649         OVENIE, GORD       Open       10,000.00       0.881.79       0.000       2.08649         200649       496435       March 31, 2020       CIHR - Grants       Open       153.645.76       148.783.19       4.88         208649       497827       Nov 30, 2017       CIHR - Awards       Open			Overv	ew of Research Funding			
Please note that the current funds available" amounts may not include some periodic postings such as payroll or purchase card charges. Click on Fund number to view the PI Report details of a specific account. CF Center Fund Aund End Sponsor Budget Category Budget States St							
Click on Fund number to view the PI Report details of a specific account.  CF Center Fund Aund End Sponsor Budget Category Budget Category Budget Category Current Funds A Actuals  Title  200049 DOWNIE, GORD DOWNIE, GORD DOWNIE, GORD DOWNIE, GORD DOP DOP DOP DOP DOP DOP DOP DOP DOP DO	Status	s of Active Research F	unds as of October 2, 2016:				
Click on Fund number to view the PI Report details of a specific account.  CF Center Fund Fund End Sponsor Budget Category Budget Category Budget Category Current Funds / Actuals  Title  200049 DOWNIE, GORD  200049 200049 200049 20004 20004 2000 200 200 200 200 200 20	Please	note that the current funds a	available" amounts may not include	some periodic postings such as payroll or purchase	card charges.		
CF Center Trite         Fund End         Sponsor         Budget Category         Budget Commit/ Actuals         Current Funds / Actuals           200849 DOWNIE, GORD         UTFA - PROF EXP REIM         8.084.34         1.529.00         6.65           Open Positive Carryforwar Total         2.081.79         0.00         9.828.48         17           200849         4.00435         March 31, 2020         0.1HR - Grants         Open Total         20,076.13         11.386.38         0.44           208649         4.97627         Nov 30, 2017         CIHR - Awards         Open Total         0.00         2.082.07         3.38           208649         4.97627         Nov 30, 2017         CIHR - Awards         Open Total         0.00         15.000.00         27.60           CGS Doctoral - Joseph Boyden - Lysosomal storage diseases         -         -         -         -         -			,	1 1 0 1,7 1			
Title         Actuals           208449         UTFA - PROF EXP REIM         8.084.34         1,529.90         6.56           DOWNIE, GORD         Open         10.000.00         9.828.48         0.00         2.68           Total         20.766.13         11.368.38         9.40           208649         409435         March 31, 2020         CIHR - Grants         Open         153.645.76         148,783.19         4.88           208649         407627         Nov 30, 2017         CIHR - Awards         Open         6.304.19         2.082.97         3.38           208649         407627         Nov 30, 2017         CIHR - Awards         Open         6.304.19         2.082.97         3.38           208549         49.7627         Nov 30, 2017         CIHR - Awards         Open         6.304.19         2.082.97         3.38           208549         49.7627         Nov 30, 2017         CIHR - Awards         Open         6.304.19         2.082.97         3.38           CGS Doctoral - Joseph Boyden - lysosomal storage diseases         Total         49.884.19         17.082.07         30.88	Click on	n Fund number to view the Pl	Report details of a specific account	•			
200649 DOWNIE, GORD         UTFA - PROF EXP REIM         8.084.34         1.529.00         6.55           DOWNIE, GORD         Open Positive Carryforwar         2.881.79         0.00         2.88         11           200649         490435         March 31. 2020         CIHR - Grants         Open         153.645.76         148.783.19         4.88           200649         490435         March 31. 2020         CIHR - Grants         Open         153.645.76         148.783.19         4.88           206849         497627         Nov 30, 2017         CIHR - Awards         Open Total         Open Total         6.384.19         2.092.97         3.38           206849         497627         Nov 30, 2017         CIHR - Awards         Open Total compensation         42.500.00         15.000.00         27.60           CGS Doctoral - Joseph Boyden - lysosomal storage diseases         CGS Doctoral - Joseph Boyden - lysosomal storage diseases         30.88         17.982.97         30.88	CF Center	r Fund Fund End	Sponsor	Budget Category	Budget		Current Funds Avai
DOWNIE, GORD         Open Positive Carryforwar         10,000.00 2,858.79         0,00 0,00         268 70tal           200649         492435         March 31, 2020         CIHR - Grants         Open         153,645.76         148,783.19         4.88           208649         497627         Nov 30, 2017         CIHR - Awards         Open Total         Open Copen Total         6,364.19         2,982.97         3,38           208649         497627         Nov 30, 2017         CIHR - Awards         Open Total         Open Total         6,364.19         2,982.97         3,38           208649         497627         Nov 30, 2017         CIHR - Awards         Open Total         48,864.19         17,982.97         30,88           CGS Doctoral - Joseph Boyden - Iysosomal storage diseases         Total         48,864.19         17,982.97         30,88							
Positive Carryforwar         2,891.79         0.00         2,88           Total         20,768.13         11,368.38         9,40           206649         4096435         March 31, 2020         CIHR - Grants         Open         153,845.76         148,763.19         4,88           206649         4097627         Nov 30, 2017         CIHR - Awards         Open         6,364.19         2,082.97         3,38           206649         407627         Nov 30, 2017         CIHR - Awards         Open         48,864.19         2,082.97         3,38           206549         407627         Nov 30, 2017         CIHR - Awards         Open         48,864.19         15,000.00         27,60           CGS Doctoral - Joseph Boyden - lysosomal storage diseases         Total         48,864.19         17,982.97         30,88	Title						
Total         20,768.13         11,358.38         9.40           206040         49,8435         March 31, 2020         CIHR - Grants         Open         153,845.76         148,763.19         4.88           206640         49,7627         Nov 30, 2017         CIHR - Awards         Open         6.364.19         2.982.97         3.38           206640         49,7627         Nov 30, 2017         CIHR - Awards         Open         6.364.19         2.982.97         3.38           CGS Doctoral - Joseph Boyden - Iysosomal storage diseases         Total         48.884.19         17.982.97         30.88	208649	GORD		UTFA - PROF EXP REIM	8,084.34	1,529.90	6,554.44
208649         499435         March 31, 2020         CIHR - Grants         Open         153,645.76         148,763.19         4,88           208649         497627         Nov 30, 2017         CIHR - Awards         Open         6,384.19         2,982.97         3,38           208649         497627         Nov 30, 2017         CIHR - Awards         Open         6,384.19         2,982.97         3,38           208649         497627         Nov 30, 2017         CIHR - Awards         Open         43,884.19         15,000.00         27,60           CGS Doctoral - Joseph Boyden - lysosomal storage diseases         Total         48,884.19         17,982.97         30,88	208649	GORD		Open	10,000.00	9,828.48	171.5
Open         6.364.19         2.982.97         3.38           206649 <u>497627</u> Nov 30, 2017         CIHR - Awards         Open         6.364.19         2.982.97         3.38           Total compensation <u>42,500.00</u> 15,000.00         27,50           CGS Doctoral - Joseph Boyden - lysosomal storage diseases         Total         48,884.19         17,982.97         30.88	208649	GORD		Open	10,000.00 2,681.79	9,828.48 0.00	171.52 2,681.79
208849         497627 Total compensation         6.384.19 42.500.00         2.982.97 15.000.00         3.38 27.50           CGS Doctoral - Joseph Boyden - lysosomal storage diseases         Total         48.884.19         17.982.97         30.88	208649	GORD		Open Positive Carryforwar	10,000.00 2,681.79	9,828.48 0.00	171.52 2,681.79
Total compensation         42,600.00         15,000.00         27,60           CGS Doctoral - Joseph Boyden - lysosomal storage diseases         Total         48,884.19         17,92.97         30.88	208849 DOWNIE,	496435 March 31, 2020	CIHR - Grants	Open Positive Carryforwar Total	10,000.00 2,681.79 20,766.13	9,828.48 0.00 11,358.38	171.5 2,681.70 9,407.70
CGS Doctoral - Joseph Boyden - lysosomal storage diseases	208649 DOWNIE, 208649	496435 March 31, 2020	CIHR - Grants	Open Positive Canyforwar Total	10,000.00 2,681.79 20,766.13	9,828.48 0.00 11,358.38	171.52 2,681.79 9,407.75
CGS Doctoral - Joseph Boyden - lysosomal storage diseases	208649 DOWNIE, 208649 The role of	<u>499435</u> March 31, 2020 f Golgi Bodies in Cells		Open Positive Carryforwar Total Open	10,000,00 2,681,70 20,766,13 153,645,76	9,828.48 0.00 11,358.38 148,763.19	171.52 2,681.76 9,407.75 4,882.57
	208649 DOWNIE, 208649 The role of	<u>499435</u> March 31, 2020 f Golgi Bodies in Cells		Open Positive Carryforwar Total Open Open	10,000.00 2,681.79 20,766.13 153,645.76 6,364.19	9,828.48 0.00 11,358.38 148,763.19 2,982.97	171.52 2.681.76 9.407.76 4.882.57 3.381.22
Total 223.276.08 178,104.54 45,17	208849 DOWNIE, 208849 The role of 208649	498435 March 31, 2020 f Golgi Bodies in Cells 497627 Nov 30, 2017	CIHR - Awards	Open Positive Carryforwar Total Open Open Total compensation	10,000.00 2.681.79 20,766.13 153,645.76 6,364.19 42,500.00	9,828.48 0.00 11,358.38 148,763.19 2,982.97 15,000.00	8,554,44 171,52 2,681,76 9,407,75 4,882,57 3,381,22 27,500,00 30,881,22
	208849 DOWNIE, 208849 The role of 208649	498435 March 31, 2020 f Golgi Bodies in Cells 497627 Nov 30, 2017	CIHR - Awards	Open Positive Carryforwar Total Open Open Total compensation	10,000.00 2.681.79 20,766.13 153,645.76 6,364.19 42,500.00	9,828.48 0.00 11,358.38 148,763.19 2,982.97 15,000.00	171.52 2,681.79 9,407.75 4,882.57 3,381.22 27,500.00
	208849 DOWNIE, 208849 The role of 208649	4 <u>998435</u> March 31, 2020 f Golgi Bodies in Cells <u>497627</u> Nov 30, 2017 oral - Joseph Boyden - lysosomal stor	CIHR - Awards	Open Positive Carryforwar Total Open Open Total compensation	10,000.00 2,881.79 20,786.13 153,845.76 6,384.19 42,500.00 48,884.19	0.828.48 0.00 11.356.38 148.763.19 2.982.97 15.000.00 17.982.97	171.52 2,681.76 9,407.76 4,882.57 3,381.22 27,500.00

4. You are now at the Summary Page of the PI Monthly Report for the CURRENT month. Only past/closed months have the review button (since no more posting activity should occur after your review).

 $\mathbf{N}$ 

To get to the prior months, click on the orange "Review Prior Months' Data" button.

UNIVERSITY OF	PI Report Summary	by Expense Category	He	lp   How to Read This Report   Back To MROL   Log Of
Show: Budget Details	Outstanding Commitments	Expense Details View: Month or YTD		
Click on the Expense Details button abo where you may mark a report as reviewe	1 C C C C C C C C C C C C C C C C C C C	, , , , , , , , , , , , , , , , , , ,		Months' Data button above to proceed to the screen
		PI Report by Expense C Summary	ategory	
CF Center         208649         DOWNIE, GORD           Parent CFC         109688         Arts&bciCSB           Fund         496435         DOWNIE, GORD           Title         The role of Golgi Bodies in Cells         Sponsor           Sponsor         D00030167         CIHR - Grants           Sponsor         Dotata         April 1, 2016           Grant Start Date         April 1, 2014         Fund Start Date           Fund Start Date         April 1, 2014         Message:		Veriod Oct-2016 as of Oct 02 March 31, 2017 Sponsor year: March 31, 2019 March 31, 2020	Apr-Mar	
Funds Available for Current Year Balance of fund at close of previous year Current year grant Council authorized transfer (MRC/CIHR and NSERC Total Funds Available for Current Year (Available			1,767.76 151,878.00 0.00 153,845.78	

5. You will see a report listing prior months starting with the most recent month that has closed and going back another 22 months.

This report enables you to track your review of the expense details for this Fund. The "Pending" status indicates that you have not yet clicked on the "Review" button for expenditures posted during that month. Once you have clicked the Review button, the status will display as "Reviewed" and the date on which you pressed the button will appear in the "Date Reviewed" column.

To proceed to the review button, click on the month to be reviewed in the Period column.

UNIVERSITY OF	Review P	rior Month's Data			Help   Back To MROL   Lo
Rev	iew Prior Month	is' Data		Refresh Review Status	
CF Center         208640         DOWNIE, GORD           Parent CFC         105688         Arts&Sci:CSB           Fund         496435         DOWNIE G MOP-12           Title         The role of Golgi Bodies in Cells           Sponsor         0000303157         CIHR - Grants           Sponsor Year Start         April 1, 2016           Grant Start Date         April 1, 2014           Fund Start Date         April 1, 2014           Message:         Click on a Period to view the corresponding	Sponsor Year End Grant End Date Fund End Date	March 31, 2019 March 31, 2020	Sponsor year: Api		
	riod	a to proceed to the screen Review Status		Date Reviewed	
	-2016	pending		Bate Horienda	
Aug	-2016	pending			
	2016	pending			
Jun	-2016	pending			
May	-2016	pending			
Apr	2016	pending			
Mar	- <u>2016</u>	pending			
Feb	- <u>2016</u>	pending			
	- <u>2016</u>	pending			
	- <u>2015</u>	pending			
	- <u>2015</u>	pending			
	- <u>2015</u>	pending			
	<u>-2015</u>	pending			
	- <u>2015</u>	pending			
	2015	pending			
	<u>-2015</u>	pending			
	<u>-2015</u>	pending			
	<u>-2015</u>	pending			
	-2015	pending			
	-2015	pending			
	-2015	pending			
	-2014	pending			
Nov	-2014	pending			

You are now on the Summary page of the PI Monthly report as at the end of the month selected for review.

The Review button appears on both of the "Expense Details" reports which can be accessed by clicking on either "Month" or "YTD" (Year to Date - from grant year start to selected period).

UNIVERSITY OF	PI Report Summary	t by Expense Cat	tegory	Help   How	rTo Read This Report   Back To MROL   Log Of
Show: Budget Details	Outstanding Commitments		Expense Details : Month or YTD	Sponsor Year Payroll Details	Review Prior Months' Data
Click on the Expense Details button abov	e (on either "Month"	or "YTD") to view the e	xpense postings. Once you	are in the expense deta	ails report you may mark the postings as
reviewed.					
			oy Expense Category Summary		
CF Center 208649 DOWNIE, GORD		Period Sep-2016 as of Month	end -		
Parent CFC         105988         Arts&Sci:CSB           Fund         496435         DOWNIE G MOP-           Title         The role of Golgi Bodies in Cells           Sponsor         0000303157         CIHR - Grants					
Sponsor Year Start April 1, 2016	Sponsor Year End	March 31, 2017	Sponsor year: Apr-Mar		
Grant Start Date April 1, 2014 Fund Start Date April 1, 2014	Grant End Date Fund End Date	March 31, 2019 March 31, 2020			
Message:	Fund End Date	Warch 31, 2020			
Funds Available for Current Year Balance of fund at close of previous year Current year grant Council authorized transfer (MRC/CIHR and NSERC	only)			1.767.76 151,878.00 0.00	
Total Funds Available for Current Year (Available	Budget)			153,645.76	
Expenditures	Current Month Outs	standing Commitments	YTD Exp	YTD Exp+Coms	
Salaries					
Undergraduate Students (Canadian)	0.00	0.00	0.00	0.00	
Undergraduate Students (Foreign) Postgraduate Students (Canadian)	0.00	0.00	0.00 20.481.17	0.00 20.481.17	
Postgraduate Students (Canadian) Postgraduate Students (Foreign)	0.00	0.00	20,461.17	20,461.17	
Postdoctoral fellows (Canadian)	0.00	0.00	0.00	0.00	
Postdoctoral fellows (Foreign)	0.00	0.00	0.00	0.00	
Salaries to Others	6,040.50	31,337.50	36,219.26	67,556.76	
Salary of Incumbent (CRC only)	0.00	0.00	0.00	0.00	
Fringe Benefits	1,495.02	7,475.12	8,964.26	16,439.38	
Professional and technical services/contracts	0.00	0.00	49.63	49.63	
Equipment (including powered vehicles	0.00	0.00	138.68	138.68	
Materials, Supplies and other expenditures	2,034.22	0.00	43,754.15	43,754.15	
Administrative cost related to CRC	0.00	0.00	0.00	0.00	
Travel	0.00	0.00	343.42	343.42	
Research time stipends (SSHRC only)	0.00	0.00	0.00	0.00	
Other	0.00	0.00	0.00	0.00	
Total Expenditures	9,569.74	38,812.62	109,950.57	148,763.19	
YTD Unspent Balance (Free Balance)				4,882.57	

# 6. To review a SINGLE month, click on "Month" under Expense Details.

UNIVERSITY OF	PI Report t Summary	by Expense Category	Help   How To Re
Show: Budget Details	Outstanding Commitments	Extense Details View: Month or YTD	Sponsor Year Payroll Details
the Expense Details button above	(on either "Month" or	"YTD") to view the expense postings. C	Once you are in the expense details re

(Please go to step 11 for instructions on how to review MULTIPLE months at once.)

This will take you to a report showing the details of expenditure postings for the selected month. If the expenditures have not yet been reviewed by the PI, an orange button will display near the upper left corner of the report (Mark this Report as Reviewed).

	IVERSITY OF		: by Expense C Details - Mont			Help   How To Read This Report   Back To MROL   Log 0
Show Detaile	d View					
Mark this Repo	rt as Reviewed			t by Expense Ca se Details - Mon		SEND COMMEN
Fund 4 Title T	Botul         Botul           05988         Arts&Sci:CSB           98435         DOWNIE G MOP           'he role of Golgi Bodies in Cells         000303157		Period Sep-2016 as of Mo	onthend		
Sponsor Year Start Grant Start Date Fund Start Date Message:	t April 1, 2016 April 1, 2014 April 1, 2014	Sponsor Year End Grant End Date Fund End Date	March 31, 2017 March 31, 2019 March 31, 2020	Sponsor year:	Apr-Mar	
Posting Date	G/L Account Name		Document Text			Атои
G/L Group : Sala 28.09.2016	aries to Others Pay:Union		J Miriam Toews			8,040.

7. Once you have completed your review of the expenditures on that page, click on the "Mark this Report as Reviewed" button to bring up the confirmation box.

and the second s	<sup>JNIVERS</sup>	ITY OF NTO	PI Report by Expense Category Expense Details - Monthly
Show Deta	ailed View		
	eport as Revie	wed	PI Report by Expense Category Expense Details - Monthly
CE Center	208849	DOWNIE, CORD	Period Sep-2016 as of Monthend
Parent CFC	105988	Arts&Sci:CSB	
Fund	496435	DOWNIE G MOP-1	23456
Title		olgi Bodies in Cells	
Sponsor	0000303157	CIHR - Grants	
Sponsor Year S Grant Start Dat		1, 2016 1, 2014	Message from webpage
Fund Start Date		1, 2014	
Message:	- , , , , , , , , , , , , , , , , , , ,		
Posting Date	G/L Acc	ount Name	I have reviewed the financial report for Sep-2016 monthend.
G/L Group : 28.09.2016	Salaries to Oth Pay:Uni		
Total Salaries t			OK Cancel
G/L Group :	Fringe Benefits		

Click on "OK" to confirm the review of the selected period.

The review button will be replaced by the term "Reviewed", and you have completed your review!

all	NIVERSITY OF		: by Expense C Details - Montl			Help   How To Read This Report   Back To MROL   Log
Show Detail	led View					
				by Expense Ca		
			Expen	se Details - Mor	nthly	
Review stat	tus: reviewed					SEND COMMEN
CF Center Fund Title Sponsor Sponsor Year St Grant Start Date Fund Start Date	April 1, 2014		Period Sep-2016 as of Mo March 31, 2017 March 31, 2019 March 31, 2020	Sponsor year:	Apr-Mar	
Message:						
Posting Date	G/L Account Name		Document Text			Amou
	alaries to Others					
28.09.2016 Total Salaries to	Pay:Union		J Miriam Toews			6,040.
rotar salaries to	oulers					6,040.
G/L Group : Fi 28.09.2016	ringe Benefits Pay:Benefits Appt		) Miriam Toews			1.495
Z8.09.2016 Total Fringe Ben			ororrord Minam roews			1,495.
_	laterials, Supplies and Other Expend Suppl:general Suppl:general Suppl:general Suppl:general	itures	29-Aug-2016 U OF T MEI 30-Aug-2016 ITIAN CAN 31-Aug-2016 U OF T MEI 01-Sep-2016 U OF T MEI	ADATORONTOON DSTORETORONTOON		3 47. 205.

8. Click on the browser back button once to go back to the Summary page.

Attps://qna-wd.easi.utoronto.ca/sa	p/bc/zff_pi_ex_dt_e/!?_function=Z_F_WWW_F	PI_REP_EXPENSE_DET_EXP{ 🔎 🗕	් 🏉 PI Report by Expense Categ 🗙 ෆි 🖒 හි
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👍 ▶ Suggested Sites 🔻 🌸 pw 🧉 Q MR - land	ling 🧃 My Research Login   🏘 U of T Resea	arch & Innovat 🎽	🚡 🔻 🔝 👻 🖃 🖷 👻 Page 🕶 Safety 🕶 Tools 🕶 🔞 👻
INTERSITY OF	PI Report by Expense Cate; Expense Details - Monthly	gory	Help   How To Read This Report   Back To MROL   Log Off
Show Detailed View			
Review status: reviewed		Expense Category letails - Monthly	SEND COMMENTS
CF Center 208649 DOWNIE. GORD	Period Sep-2016 as of Monthend		
Parent CFC 105988 Arts&Sci:CSB			
Fund         498435         DOWNIE G MOP-123456           Title         The role of Golgi Bodies in Cells			
Sponsor 0000303157 CIHR - Grants			
Sponsor Year Start April 1, 2016 Sp	onsor Year End March 31, 2017	Sponsor year: Apr-Mar	
	ant End Date March 31, 2019		
Fund Start Date April 1, 2014 Fu Message:	nd End Date March 31, 2020		
Posting Date G/L Account Name	Document Text		Amount
G/L Group : Salaries to Others 28.09.2016 Pay:Union	01 ) Miriam Toews		6.040.50
Total Salaries to Others	ULL		6,040.50

9. On the Summary page, click on "Back to MROL" to review another Fund, or on the "Review Prior Months' Data" button to review another period in the same Fund.

	NIVERSITY OF	PI Report Summary	t by Expense C	ategory		Help   How	To Read This Report   Back To MROL
	Show: Budget Details	Outstanding Commitments	Vie	Expense Details ew: Month or YTD	1	Sponsor Year Payroll Details	Review Prior Months' Data
lick on the E. viewed.	xpense Details button abo	ve (on either "Month"	or "YTD") to view the	e expense postings.	Once you a	are in the expense deta	ils report you may mark the postings as
F Center 3	208649 DOWNIE, GORD		PI Repor	t by Expense Ca Summary	ategory		
nd le	105988         Arts&Soi:CSB           498435         DOWNIE G MOP           The role of Golgi Bodies in Cells         0000303157           CIHR - Grants         CIHR - Grants	-123456					
onsor Year Sta	April 1, 2014	Sponsor Year End Grant End Date Fund End Date	March 31, 2017 March 31, 2019 March 31, 2020	Sponsor year:	Apr-Mar		
und Start Date	April 1, 2014						
und Start Date essage:							
und Start Date lessage: unds Available f	for Current Year					1 767 76	
und Start Date lessage: unds Available f	for Current Year at close of previous year					1,767.76 151,878.00	
und Start Date fessage: funds Available f Balance of fund a Current year gran	for Current Year at close of previous year	only)					
Current year gran Council authorize	for Current Year tt close of previous year tt					151,878.00	

10. If you go back to "Review Prior Months" you will see that the status of the newly reviewed month will have changed to Reviewed. You can now click on the next month to be reviewed or leave the Fund by clicking on Back to MROL.

UNIVERSITY OF	Review P	rior Month's Data				F	Help   Back To MRC	DL   Log (
Rev	view Prior Mont	hs' Data		Refres	h Review Status			
CF Center         208049         DOWNIE, GORD           Parent CFC         105988         Arts&soi:CSB           Fund         496435         DOWNIE G MOP-1           Title         The role of Golgi Bodies in Cells           Sponsor         0000303157         CIHR - Grants           Sponsor Year Start         April 1, 2016           Grant Start Date         April 1, 2014           Wessage:         Click on a Period to view the corresponding	Sponsor Year End Grant End Date Fund End Date	March 31, 2017 March 31, 2019 March 31, 2020 id to proceed to the scree		Apr-Mar mark a rep	ort as reviewed.			
Pe	eriod	Review Statu	s		Date Reviewed			
Ser	-2016	reviewed			October 3, 2016			
Aud	-2016	pending		- L		1	-	
Jul	-2016	pending	i				7	
Jur	-2016	pending	i				7	
May	/-2016	pending	ĺ				7	
Api	-2016	pending						
Ma	r- <u>2016</u>	pending	ĺ					
Feb	<u>-2016</u>	pending						

11. To review across MULTIPLE months (from Grant Year Start to selected period), click on the YTD option under Expense Details.

	SITY OF	PI Report Summary	t by Expense ( /	Category	Hetp	H To Read This Report   Back To MROL   Log
Show	: Budget Details I	Outstanding Commitments	Vi	Expense Details	Sponsor Year Payroll Details	Review Prior Months' Data
Nick on the Expense eviewed.	Details button abov	e (on either "Month"	or "YTD") to view th		, i i i i i i i i i i i i i i i i i i i	details report you may mark the postings as
	Details button abov	e (on either "Month"	*		Once you are in the expense	details report you may mark the postings as
eviewed. >F Center 208849	DOWNIE, GORD	`	*	e expense postings. C t by Expense Cat Summary	Once you are in the expense	details report you may mark the postings as
F Center 208649 arent CFC 105988	DOWNIE, GORD Arts&Sci:CSB		PI Repor	e expense postings. C t by Expense Cat Summary	Once you are in the expense	details report you may mark the postings as
Viewed. F Center 206649 arent CFC 105988 und 496435	DOWNIE, GORD Arts&Sdi:CSB DOWNIE G MOP-1		PI Repor	e expense postings. C t by Expense Cat Summary	Once you are in the expense	details report you may mark the postings as
F Center 208849 arent CFC 105988 und 498435 itle The role of	DOWNIE, GORD Arts&Sci:CSB DOWNIE G MOP-1 'Golgi Bodies in Cells		PI Repor	e expense postings. C t by Expense Cat Summary	Once you are in the expense	details report you may mark the postings as
F Center 206649 arent CFC 105988 und 496435 itle The role of ponsor 000030315	DOWNIE, GORD Arts&Sci:CSB DOWNIE G MOP-1 'Golgi Bodies in Cells		PI Repor	e expense postings. C t by Expense Cat Summary <sup>Conthend</sup>	Once you are in the expense	details report you may mark the postings as
F Center 208649 arent CFC 105988 und 496435 itle The role of ponsor 000030316 ponsor Year Start Ap	DOWNIE, GORD Arts&Soi:CSB DOWNIE G MOP-1 'Golgi Bodies in Cells 57 CIHR - Grants	123456	PI Repor	e expense postings. C t by Expense Cat Summary <sup>Conthend</sup>	Droce you are in the expense	details report you may mark the postings as

You will see a report showing all expenditures posted from the grant year start to the period selected.

UNIVERSITY OF TORONTO	PI Report by Expens Expense Details - Ye		Help   How To Read This Report   Back To MROL   Log Off
Show Detailed View			
		ort by Expense Category opense Details - YTD	
Mark this Report as Reviewed			SEND COMMENTS
CF Center 208849 DOWNIE, GORD	Period Apr-2016 to : Monthend	Sep-2016 as of	
Parent CFC         105988         Arts&Sci:CSB           Fund         496435         DOWNIE G MOP-           Title         The role of Golgi Bodies in Cells           Sponsor         0000303157         CIHR - Grants           Sponsor Year Start         April 1, 2016           Grant Start Date         April 1, 2014           Fund Start Date         April 1, 2014		Sponsor year: Apr-Mar	
Posting Date G/L Account Name	Document Text		Amount
Gl. Group         Salaries: Postgraduate Students CA           28.04.2016         Pay:CDN-GR           27.05.2016         Pay:CDN-GR           28.04.2016         Pay:CDN-GR           28.04.2016         Pay:CDN-GR           28.04.2016         Pay:CDN-GR           28.04.2016         Pay:CDN-GR           28.04.2016         Pay:CDN-GR           28.07.2016         Pay:CDN-GR           28.04.2016         Pay:CDN-GR           20.08.2016         Pay:CDN-GR </td <td>D </td> <td>Forna ro ro ro Hill Hill Oyden Oyden Oyden</td> <td>2.320.08 2.330.08 2.086.75 2.086.75 2.086.75 2.086.75 2.086.75 2.086.75 2.320.08 2.320.08 163.42 163.42 163.42 163.42 163.42 163.42 163.42 163.42 163.42 163.42</td>	D 	Forna ro ro ro Hill Hill Oyden Oyden Oyden	2.320.08 2.330.08 2.086.75 2.086.75 2.086.75 2.086.75 2.086.75 2.086.75 2.320.08 2.320.08 163.42 163.42 163.42 163.42 163.42 163.42 163.42 163.42 163.42 163.42
G/L Group         Salaries to Others           28.04.2016         Pay:Union           7.06.2016         Pay:Union           28.09.2016         Pay:Union           28.07.2016         Pay:Union           28.09.2016         Pay:Union           28.09.2016         Pay:Union           28.09.2016         Pay:Union           28.09.2016         Pay:Union           28.09.2016         Pay:Union           29.016         Pay:Union           7.01al Salaries to Others         Vision	0' i Miriam To 0' i Miriam To 0' i Miriam To 0' i Miriam To 0' i Miriam To	ews ews ews	5,965 02 5,955 02 5,955 02 6,244 50 6,244 50 6,244 50 6,240 50 6,240 50 6,240 50 6,240 50 6,240 50 6,240 50 6,249 26
Oral salaries to Orders           G/L Group         Fringe Benefits           28.04.2016         Pay:Benefits Appt           27.05.2016         Pay:Benefits Appt           28.06.2016         Pay:Benefits Appt           20.07.016         Pay:Benefits Appt           20.07.016         Pay:Benefits Appt	01 i Miriam To 01 i Miriam To 01 i Miriam To 01 i Miriam To	ews ews	35,215,2 1,476,5 1,476,5 1,476,5

12. When you are ready to mark the expenditures as reviewed, click on the

**Mark this Report as Reviewed** button to bring up the confirmation box. The message will identify the full range of months being reviewed.

😨 T	OR	rsity of ONT	O PI Report by Expense Category Expense Details - Year to Date (YTD)
Show Deta	ailed View	1	
Mark this Re	eport as Re	viewed	PI Report by Expense Category Expense Details - YTD
CE Center	208649	DOWNIE.	GORD Period Apr-2016 to Sep-2016 as of
Parent CEC	405000		Monthend
	105988	Arts&Sci:(	
Fund Title	498435 The relation	DOWNIE of Golgi Bodies in	G MOP-123456
Sponsor	00003031	-	
Sponsor Sponsor Year		pril 1, 2016	Message from webpage
Grant Start Da		pril 1, 2016	
Fund Start Da		pril 1, 2014 pril 1, 2014	
Message:	e A	phi 1, 2014	I have reviewed the financial report fo Apr-2016 to Sep-2016
message.			monthend.
Posting Date	G/L	Account Name	
G/L Group : 28.04.2016		stgraduate Stud CDN-GR	
27.05.2016		CDN-GR	OK Cancel
28.04.2016		CDN-GR	
27.05.2016	Pay:	CDN-GR	

Click on the OK button to confirm your review of that period.

The button will be replaced by the term "Reviewed" and you have completed your review!

UNIVERSITY OF	PI Report by Expense Category Expense Details - Year to Date (YTD)	Help   How To Read This Report   Back To MROL   Log Of
Show Detailed View		
Review status: reviewed	PI Report by Expense Category Expense Details - YTD	SEND COMMENTS
and an	Period Apr-2016 to Sep-2016 as of	
Parent CFC         105998         Arts&Sci:CSB           Fund         409435         DOWNIE G MOP-10           Title         The role of Golgi Bodies in Cells           Sponsor         000303157         CIHR - Grants           Sponsor Year Start         April 1, 2016           Grant Start Date         April 1, 2014           Fund Start Date         April 1, 2014	Monthend 23456 Sponsor Year End March 31, 2017 Sponsor year: Apr-Mar Grant End Date March 31, 2019 Fund End Date March 31, 2020	
Posting Date G/L Account Name	Document Text	Amount
G/L Group         : Salaries: Postgraduate Students CAD           28.04.2016         Pay:CDN-GR           27.05.2016         Pay:CDN-GR           28.04.2016         Pay:CDN-GR           27.05.2016         Pay:CDN-GR           27.05.2016         Pay:CDN-GR           27.05.2016         Pay:CDN-GR           27.05.2016         Pay:CDN-GR           20.06         Pay:CDN-GR	0 3 Aminatta Forna 0 3 Aminatta Forna 0 4 Alice Munro 0 4 Alice Munro	2.320.08 2.320.08 2.086.75 2.086.75

13. Click on the browser back button once to go back to the Summary page.

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File Edit View	Favorites Tools Help										
👍 <b>D</b> Suggested Si	ites 🔻 🎡 pw 🙆 Q MR -	landing 🧧 My Rese	earch Login   🙅 U of T R	esearch & Innovat		à 🖞 🗕 🛙	a - 🗆 🖷	a 🔻 Page 🕶	Safety 🔻	Tools 🔻 🌘	2-
db db	ERSITY OF	-	by Expense Ca Details - Monthl			Help	)   How To Re	ead This Report	t   Back To	MROL	Log
Show Detailed Vie	w			by Expense C							
			Evnance								
Review status: rev	iewed		Lypense	e Details - Mo	ntniy					SEND CO	
		P	eriod Sep-2016 as of Month		ntniy					SEND CO	DMME
CF Center         208649           Parent CFC         105988           Fund         498435           Title         The role	DOWNIE, GORD Arts&Sci:CSB DOWNIE G MOP-123 a of Golgi Bodies in Cells		•							SEND CO	OMME
CF Center         208649           Parent CFC         105988           Fund         498435           Title         The role           Sponsor         0000303	DOWNIE, GORD Arts&Sci:CSB DOWNIE G MOP-123 e of Golgi Bodies in Cells		•		Apr-Mar					SEND CO	DMME
Parent CFC 105988 Fund 498435 Title The role Sponsor 000030 Sponsor Year Start Grant Start Date	DOWNIE, GORD Arts&Sci:CSB DOWNIE G MOP-123 a of Golgi Bodies in Cells 3157 CIHR - Grants	456	eriod Sep-2016 as of Mont	hend						SEND CO	OMME
CF Center 208649 Parent CFC 105988 Fund 496435 Title The role Sponsor 000030 Sponsor Year Start Grant Start Date Fund Start Date Message:	DOWNIE, GORD Arts&Sci:CSB DOWNIE G MOP-123 of Golgi Bodies in Cells 3167 CIHR - Grants April 1, 2016 April 1, 2014	456 Sponsor Year End Grant End Date	eriod Sep-2016 as of Mont Maroh 31, 2017 Maroh 31, 2019	hend							
CF Center         208849           Parent CFC         106988           Fund         498435           Title         The rois           Sponsor Year Start         Grant Start Date           Fund Start Date         Message:           Vosting Date         Gi           Val. Group :         Salaries to	DOWNIE, GORD Arts&SciCSB DOWNIE G MOP-123 e of Golgi Bodies in Cells 3157 CHR - Grants April 1, 2014 April 1, 2014 April 1, 2014	456 Sponsor Year End Grant End Date	eriod Sep-2018 as of Mont March 31, 2017 March 31, 2019 March 31, 2020	hend							Amou 6,040.

14. On the Summary page, click on "Back to MROL" to review another Fund, or on "Review Prior Months' Data" button to review another period in the same Fund.

all sales	NIVERS ORO	ITY OF NTO	PI Report Summary	: by Expense C	ategory		Help   How	To Read This Report   Back To MROL   Log (
	Show:	Budget Details	Outstanding Commitments	Vie	Expense Details ew: Month or YTD		Sponsor Year Payroll Details	Review Prior Months' Data
Click on the l reviewed.	Expense De	etails button above	(on either "Month"	,	expense postings. t by Expense Ca Summarv		re in the expense deta	ils report you may mark the postings as
CF Center Parent CFC Fund Title Sponsor Sponsor Year St Grant Start Date Fund Start Date Message:	0000303157 tart April 1 April 1	DOWNIE, GORD Arts&Sci:CSB DOWNIE G MOP-12 olgi Bodies in Cells CIHR - Grants 1, 2016 1, 2014 1, 2014		Period Sep-2016 as of Mo March 31, 2017 March 31, 2019 March 31, 2020	onthend Sponsor year:	Apr-Mar		
	at close of prev ant ed transfer (MF	vious year RC/CIHR and NSERC on					1.767.76 151.878.00 0.00	
Total Funds Av	ailable for Cu	rrent Year (Available Bu		tanding Commitments	YTC	•	153,645.76 YTD	

15. If you go back to "Review Prior Months" you will see that the status of all months in the range just reviewed will have changed to Reviewed. You can now click on the next period to be reviewed or leave the Fund by clicking on Back to MROL.

UNIVERSITY OF		Prior Month's Data			Help   Back To MROL   Log
	Review Prior Mon	ths' Data		Refresh Review Status	
CF Center         208649         DOWNIE,           Parent CFC         105988         Ars&Scit           Fund         498435         DOWNIE (           Title         The role of Golgi Bodies in (         Sponsor           Sponsor         0000303167         CHR - Gri           Sponsor Vear Start         April 1, 2016         Grant Start Date           Fund Start Date         April 1, 2014         Message:	ISB G MOP-123456 Cells ants Sponsor Year End Grant End Date Fund End Date	March 31, 2019 March 31, 2020	Sponsoryesr. Apr-N		
	Period	Review Status		Date Reviewed	
	Sep-2016	reviewed		October 3, 2016	
	<u>Aug-2016</u>	reviewed		October 3, 2016	
	<u>Jul-2016</u>	reviewed		October 3, 2016	
	<u>Jun-2016</u>	reviewed		October 3, 2016	
	<u>May-2016</u>	reviewed		October 3, 2016	
	Apr-2016	reviewed		October 3, 2016	
	<u>Mar-2016</u>	pending			
	Feb-2016	pending			
	Jan-2016	pending			
	Dec-2015	pending			
	Nov-2015	pending			
	Oct-2015	pending			
	Sep-2015	pending			
	Aug-2015	pending			
	Jul-2015	pending			
	Jun-2015	pending			
	May-2015	pending			
	Apr-2015	pending			
	Mar-2015	pending			
	Feb-2015	pending			
	Jan-2015	pending			
	Dec-2014	pending			
	<u>Nov-2014</u>	pending			

If you have any questions on this process or other function in MROL, please contact the RAISE Helpline at 416-946-5000 or raise@utoronto.ca