

*Last updated: May 17, 2024*

UNIVERSITY OF TORONTO  
DIVISION OF THE VICE-PRESIDENT,  
RESEARCH & INNOVATION

# **MY RESEARCH APPLICATIONS (MRA) USER GUIDE**

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## About

This user guide is intended for users of the My Research Applications system, which is part of the broader My Research Applications & Agreements (MRA) suite. My Research Applications is the automated system for the internal review and endorsement of research funding applications made by a Principal Investigator to a sponsor. In this system, essential information regarding the application will flow through a defined electronic review and approval process.

## Help Desk

The Help Desk will be staffed from 9:00 a.m. to 5:00 p.m. Monday to Friday.

Phone: 416 946-5000

Email: [raise@utoronto.ca](mailto:raise@utoronto.ca)

## Browsers Supported

Firefox, Chrome, Safari, Edge

**NB: Pop-ups must be enabled for the site.**

## System Access

MRA is available from 4:00 a.m. to 1:00 a.m. During the evening of payroll runs, month end and year end, designation transactions (see Designate a PI Assistant, Designating Other Positions) are not allowed.

MRA may be accessed from the Vice-President, Research and Innovation [My Research Applications & Agreements](#) page, [Administrative Web Services](#) or directly from the [My Research – Applications](#) login screen.

Your UTORid and Password are used to access MRA. All users are encouraged to use the University's multi-factor authentication service (UTORMFA). (Please see [UTORMFA](#) for further details).

## Principal Investigators

All tenured, tenure stream and non-tenure stream faculty with the rank of Professor, Associate Professor and Assistant Professor; all teaching stream faculty with the rank of Professor, Associate Professor and Assistant Professor; and all librarians have automatic access to the system. Status-only, clinical and emeritus faculty will be given system access upon request. (Please see [guidelines regarding eligibility](#) to be a Principal Investigator at the University of Toronto PI.)

## Unit Heads

All unit heads (Principals/Deans/Chairs/Directors) will have approval privileges for their respective units assigned to them automatically. The role of alternate approver for the Unit Head is designated by the Unit Head or the system administrator on behalf of the unit head. (Please see [Designating Other Positions section](#) for details).

## University of Toronto Research Support Personnel

Business Officers and Divisional Research Office support personnel access will be delegated by the respective Unit Head. Vice-President, Research and Innovation personnel roles will be assigned by the system administrator. The role of PI Assistant is designated by the Principal Investigator. (Please see [Designate a PI Assistant section](#) for details.)

## Common Functionality

Access to the application record and any attached documents is controlled by the user's relationship to the applicant as determined by the user's HR records.

## Notes & Documents

All users will have the ability to attach notes and documents to an application record. Users may attach notes and documents prior to and after submission. A complete audit trail is retained of who attached, what, and when.

## Email Notifications

The system automatically generates email notifications as an application progresses through the workflow. In other words, as the application is approved the next approver in the workflow will receive an email notification.

Not all notifications are sent immediately. Summary notifications to the Chair/Director/Dean/Principal/Vice-Dean/Vice-Principal are sent twice daily listing all applications awaiting action. Summary emails are used for this step so as to avoid an avalanche of emails at major deadlines. The table in [Appendix 1](#) sets out the specific details.

**NB:** The application itself moves through the workflow immediately, i.e., if a PI submits an application it will appear in the approver's inbox immediately – this action is not contingent on the notification email.

## Principal Investigator

### Submitting a Research Application for Approval

MRA is the method by which the University collects the appropriate internal approvals on research funding applications.

All mandatory fields in the form are marked with a red asterisk. At a minimum the following information is required to complete the form:

- Administering Unit (this selection will default to your unit of primary appointment)
- Title of Research
- Yes/No declaration for "Is U of T the lead institution for this application?"
- Sponsor(s)

- Related Program(s)<sup>1</sup>
- Total Amount Requested per Program including any Indirect Costs
- Indirect Costs Requested per Program<sup>2</sup>
- Yes/No declaration for “Are there Co-Investigators and/or Collaborators?”
- At least one Keyword to describe the research (up to 10 may be entered).
- The Location of Research including the primary location if more than one is specified.
- Yes/No declarations for Human/Animal Protocol and Permit requirements
  - Animals
  - Humans
  - Biological Agents
  - Radioactive Materials
  - X-Rays
  - Lasers
  - High Hazard Chemicals
  - Animal Pathogens
  - Vertebrate Animals or Cephalopods
  - Invertebrates
  - Plants
  - Plant Pathogens
  - Soil
  - Controlled Drugs
  - Cannabis/Cannabinoids
  - Items subject to Export Control and/or Controlled Good Regulations
- Yes/No declarations for Planning/Resources
  - Does this proposal involve a contribution by the University to the direct costs?
  - Will this project require additional space not presently under your control?
  - Is there any construction or renovation involved in this project?
  - Could proposed equipment purchases require new/increased utility/renovation or construction costs?
  - Does this project require teaching release?
  - Does the budget include a payment for the PI and/or Co-Investigators/Collaborators?
  - Will you be engaging with an International Partner in your research?
- An uploaded copy of the application
- Agreement with the Principal Investigator Undertaking



**NB:** Depending on the answer provided some questions will generate subordinate questions.

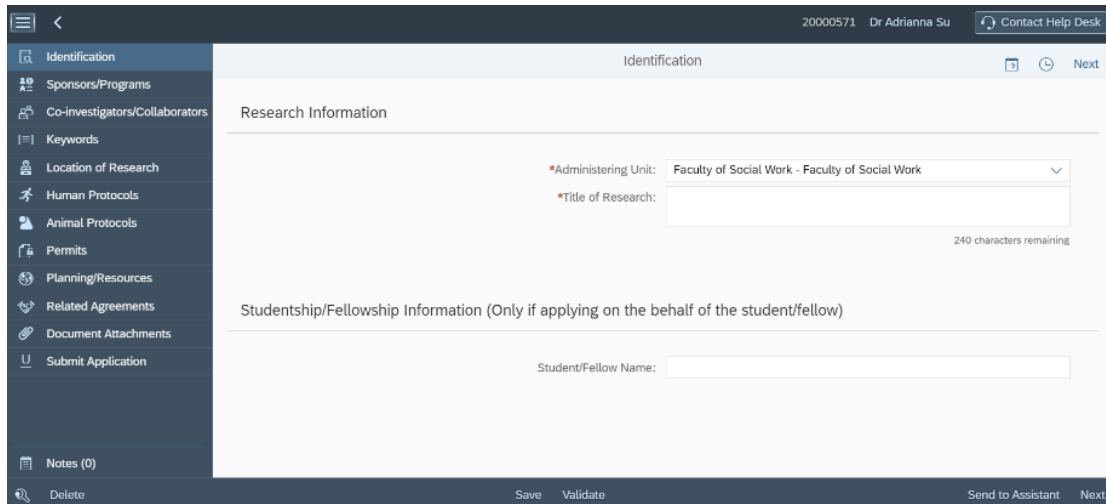
---

<sup>1</sup> If there is no formal program, please insert “Research” in the space provided.

<sup>2</sup> University Policy does not anticipate Indirect Costs from all Sponsors/Programs. Where there is the expectation or opportunity to request Indirect Costs, this field will be displayed.

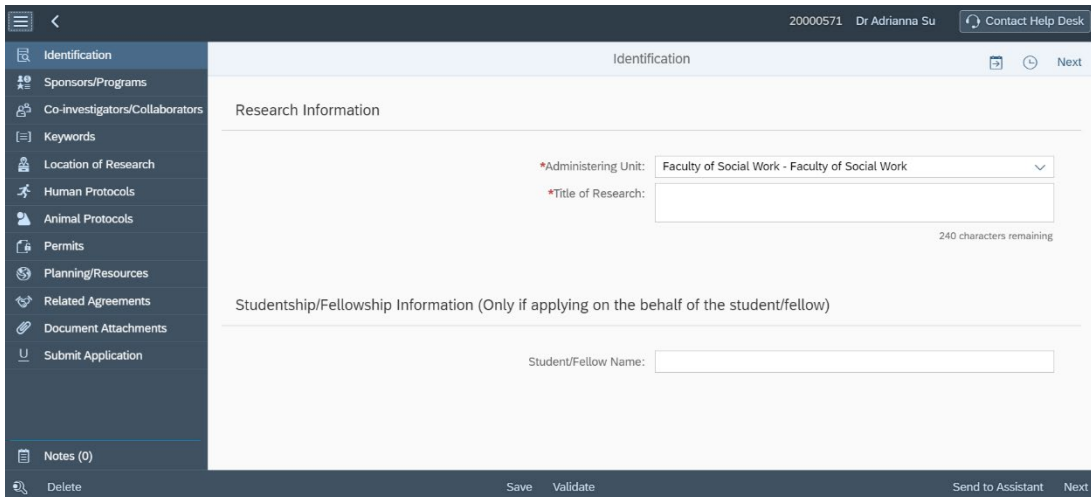
## General Features

- Mandatory fields are marked with a red asterisk (\*).
- Some questions will generate subordinate questions.
  - Subordinate questions may also have mandatory fields which will also be marked with a red asterisk (\*).
- The side menus are active navigation links. Clicking a menu item will take you to the corresponding screen.
- If additional display space is desired on the main screen, the side menus may be collapsed by clicking on the  (hamburger menu) icon in the top left corner.
- To exit the application record and go back to the My Applications search list, click the  (back arrow) icon in the top left corner.

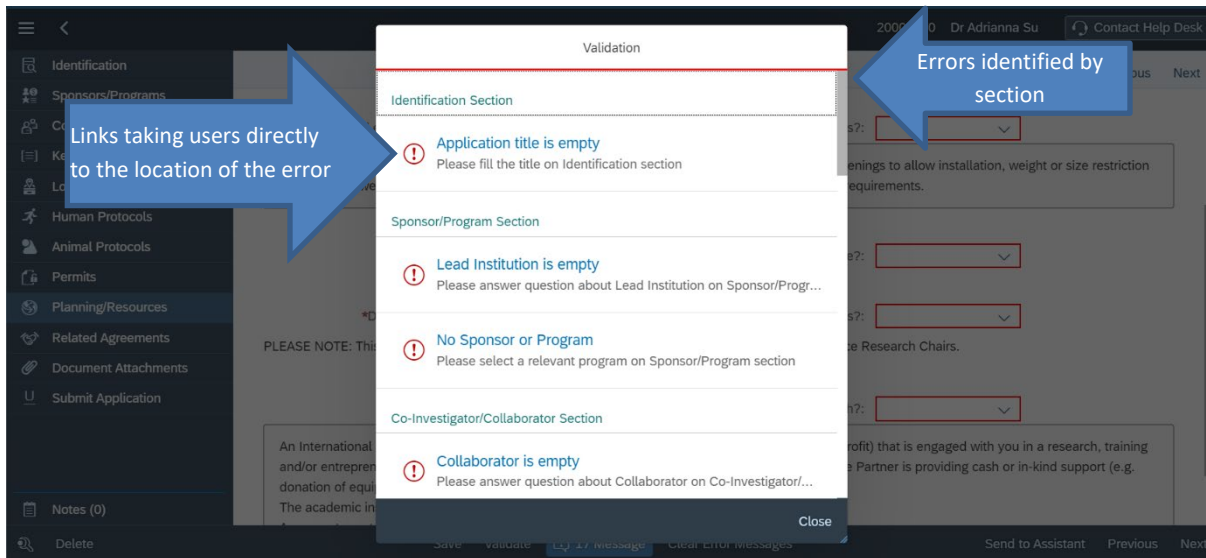


The screenshot displays a web application interface for an application record. The top navigation bar includes a hamburger menu icon, a back arrow, the user ID '20000571', the name 'Dr Adrianna Su', and a 'Contact Help Desk' link. The main content area is titled 'Identification' and contains two sections: 'Research Information' and 'Studentship/Fellowship Information (Only if applying on the behalf of the student/fellow)'. The 'Research Information' section includes a dropdown menu for 'Administering Unit' (set to 'Faculty of Social Work - Faculty of Social Work') and a text input field for 'Title of Research' with a '240 characters remaining' indicator. The 'Studentship/Fellowship Information' section has a text input field for 'Student/Fellow Name'. A bottom navigation bar contains 'Delete', 'Save', 'Validate', 'Send to Assistant', and 'Next' buttons.



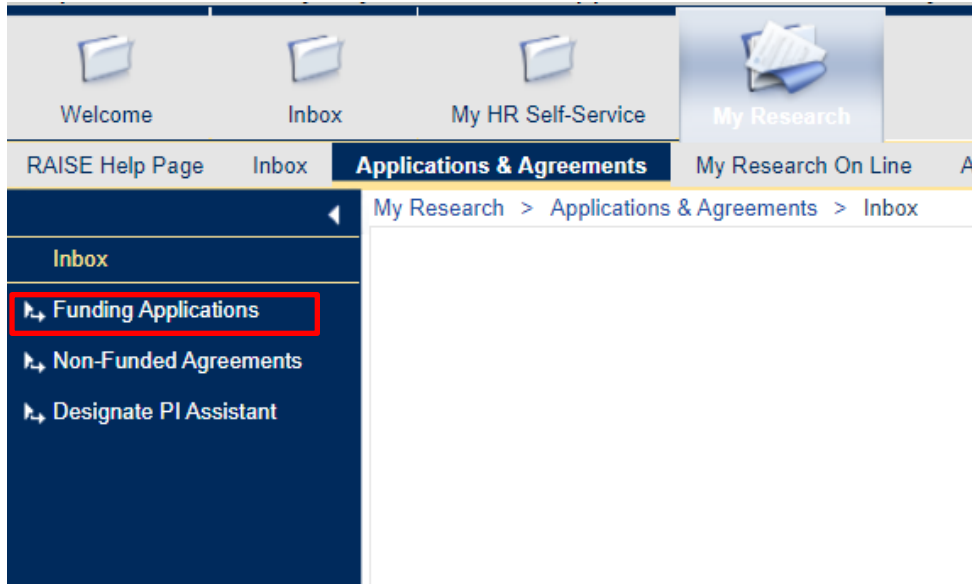


- It is not necessary to **Save** your data when navigating from page to page. Data will be saved automatically when you leave the page to go to another section of the application record; however, users should click the **Save** button before completely leaving the application record (i.e., clicking the back button or closing the tab).
- The **Validate** option allows you to validate your application for errors and fields with missing data at any point.
  - Your application will be automatically validated prior to submission. If you are missing mandatory fields, a list of errors will appear with direct links to the pages containing those errors.

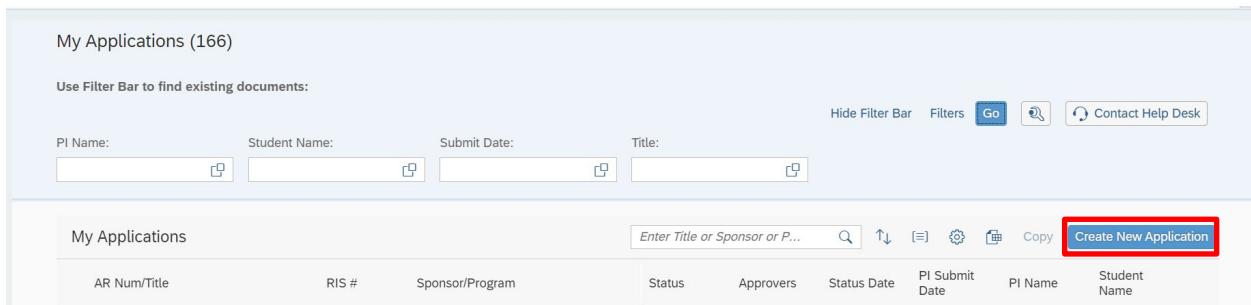


## Step by Step

1. Login to [My Research](#) using your UTORid and password.
2. From the main menu at the top of the page go to **My Research** → **Applications & Agreements**.
3. Click on the **Funding Applications** menu option in the navigation bar on the left of the screen. A new tab displaying the My Applications search list will appear.



4. In the My Applications search list, click on the blue **Create New Application** button in the top right-hand corner of the applications list.



5. Complete the submission as outlined below.

## Identification

1. Review your appointment information by clicking on your name at the top right of the screen. This information is based on your HR record. If there is incorrect information, contact the Business Officer associated with your unit of primary appointment to update the information.
2. \*Select the **Administering Unit** for your application. The administering unit will default to your unit of primary appointment. If you prefer to have your research administered in a unit other than your unit of primary appointment, click on the down arrow in the administering unit field and select the appropriate unit.  
**NB: Only those units in which you have an appointment as recorded in your HR record will be available for selection. Note that if you select a unit other than your unit of primary appointment as the administering unit, the application will be routed to BOTH your administering unit and your unit of primary appointment for approval.**
3. \*Enter the title of your research project beside **Title of Research**.
4. **Student/Fellow Name** – required only in the event that the funds being requested are for a named student or postdoctoral fellow. When the **Student/Fellow Name** field is completed the following subordinate questions will be asked:
  - a. **Student Number**
  - b. \***Student/Fellow Email** (mandatory only if **Student/Fellow Name** is completed)
  - c. **Anticipated Start Date** of fellowship/studentship (you can select a date from the calendar using the calendar icon)
  - d. **Anticipated End Date** of fellowship/studentship (you can select a date from the calendar using the calendar icon)
5. Click **Next**  
**NB:** Your information will be saved automatically whenever Next or Previous are clicked.

## Sponsors/Programs

90000083 Dr Adrianna Su Contact Help Desk

Identification Sponsors/Programs Co-investigators/Collaborators Keywords Location of Research Human Protocols Animal Protocols Permits Planning/Resources Related Agreements Document Attachments Submit Application

Notes (0)

Delete Save Validate Send to Assistant Previous Next

Sponsors/Programs

\*Is U of T the lead institution for this application?:

Select Primary Funder(s) from the relevant Sponsor Category below

- > Government of Canada Agencies & Departments
- > Government of Ontario Agencies & Departments
- > Government of United States Agencies & Departments
- > University of Toronto Research Programs
- > Industry
- > Other Sponsors, e.g. Foundations, Associations, Societies

At least one Sponsor/Program combination must be listed. If a Sponsor or Program is not listed you will be prompted to enter the name of the relevant Sponsor and/or Program.

1. **\*Is U of T the Lead Institution for this application?** Yes/No  
If “No” you will be prompted to indicate the lead institution which may be done in one of three ways.
  - a. Select from **My Collaborators’ Institutions**. This will allow you to select an institution from a collaborator that you have previously added.
  - b. Select from **External Institutions**. This will allow you to search the Research Information Systems database of existing organizations.
  - c. If the relevant institution cannot be found in either of these lists, you may enter a new institution/organization
    - i. First search the **External Institutions** database
    - ii. If the institution is not found, click **+ Create new Organization**
    - iii. Enter the Organization’s **Name \***, **Address**, **City**, and **Select Country** from the country database.
2. **\*Select the relevant Sponsor(s) and Program(s)** for the application. To view the complete list of Sponsors under the listed Sponsor categories, expand the section from the arrow on the left side of each category (e.g. Government of Canada Agencies & Departments). You must select at

least one Sponsor. If there are collaborating Sponsors (e.g. matching funds from an industrial partner) please select all the relevant Sponsors.

- a. If the Sponsor does not exist under the corresponding category, you can enter a new Sponsor by selecting the **+ Click to Enter Sponsor not listed above** link located at the bottom of the list of Sponsors in that category.

Select Primary Funder(s) from the relevant Sponsor Category below

- Government of Canada Agencies and Departments
    - Canadian Institutes of Health Research (CIHR)
    - Canadian Institutes of Health Research - Fellowships & Studentships (CIHR)
  - Natural Sciences and Engineering Research Council (NSERC)

**+ Click to Enter Program if Not Listed (Enter "Research" if unknown)**

Program Name	Total Amount Requested	Currency	Amount Requested(in CAD)
Discovery Grants (Individual, Team & Project)	<input type="text" value="0"/>	Canadian Dollar	0
Strategic Grants	<input type="text" value="0"/>	Canadian Dollar	0
Idea to Innovation	<input type="text" value="0"/>	Canadian Dollar	0
Interaction	<input type="text" value="0"/>	Canadian Dollar	0
Alliance Option 1	<input type="text" value="0"/>	Canadian Dollar	0
Alliance Option 2	<input type="text" value="0"/>	Canadian Dollar	0

[+ Click to Enter Program if Not Listed \(Enter "Research" if unknown\)](#)  
[Social Sciences and Humanities Research Council \(SSHRC\)](#)

Select the Program by entering the amount requested

Add Program if it is not present

- b. **\*Select the relevant Program related to the Sponsor(s).**
  - i. Enter the **Total Amount Requested** beside the corresponding Program, including any indirect costs requested.
  - ii. Enter the **IDC Amount Requested**, if indirect costs are applicable. (This question may not be present where it is known that the Sponsor does not provide indirect costs, e.g. CIHR, NSERC, SSHRC, etc.)
    - If an amount has been entered for indirect costs, the system will calculate the indirect cost rate for the application and compare it against the University's expected indirect cost rate for that Sponsor or Sponsor Category.
  - iii. Indicate the **Currency** in which the request is being made. (Canadian dollars is the default currency; for known domestic programs the Currency field will be greyed out)
- c. If the Program name is not present:
  - i. Select the **+ Click to Enter Program if Not Listed** link above the list of programs. The **Display Other Program** dialogue box will be displayed, from which you must enter the **Program Name**, **Total Amount Requested including IDC**, and **Currency**

(if applicable for foreign sponsors). If the Sponsor does not have a defined Program, please enter “Research” in the space provided. **Make sure to check the list of existing Sponsors and Programs first to make sure the desired Sponsor/Program is not listed before entering a new Sponsor or Program.**

- ii. You may also be asked to indicate whether the Sponsor is foreign or domestic. This question is context specific and will not always appear.
- iii. Repeat this process for any collaborating Sponsors.

3. Click **Next**.

## Co-investigators/Collaborators

The screenshot shows the 'Co-investigators/Collaborators' page. At the top, there is a question: '\*Are there Co-Investigators and/or Collaborators?' with a dropdown menu set to 'Yes'. Below this, there are three tabs: 'My Collaborators', 'Search U of T Personnel', and 'External Collaborators'. The 'My Collaborators' tab is active, showing a table with columns 'Name', 'Email', and 'Institution'. The table contains one row with the text 'No data'. A callout box on the right side of the screenshot contains the text: 'Co-Investigator & Collaborators page as it appears after initial “Yes” option has been selected but before the Collaborators and Lead Institution have been named.'



### 1. **\*Are there Co-Investigators and/or Collaborators<sup>3</sup>?** Yes/No

If “Yes” you can link Co-Investigators/Collaborators to the application in one of four ways:

- a. Select from **My Collaborators** – this is a self-compiling list of co-investigators and collaborators who you have linked in MRA in the past.
- b. Select from **Search U of T Personnel** – you may search the U of T personnel database for other U of T eligible applicants.
- c. Select from **External Collaborators**. This function searches the Research Information System External Collaborators database and displays a listing of co-investigators and collaborators on U of T research projects.
- d. If the relevant individual(s) cannot be found in any of these lists you may enter a new person.
  - i. First search the **External Collaborators** database

<sup>3</sup> **Definition** - Co-investigators (or Co-Applicants) are individuals who contribute to the overall intellectual direction of the project and who normally meet the Sponsor’s eligibility criteria to receive funds for the portion(s) of the project they will manage, at the discretion of the Principal Investigator. Collaborators are individuals who contribute their expertise to a particular area(s) of a project and who are normally ineligible to receive funds under the Sponsor's eligibility criteria.

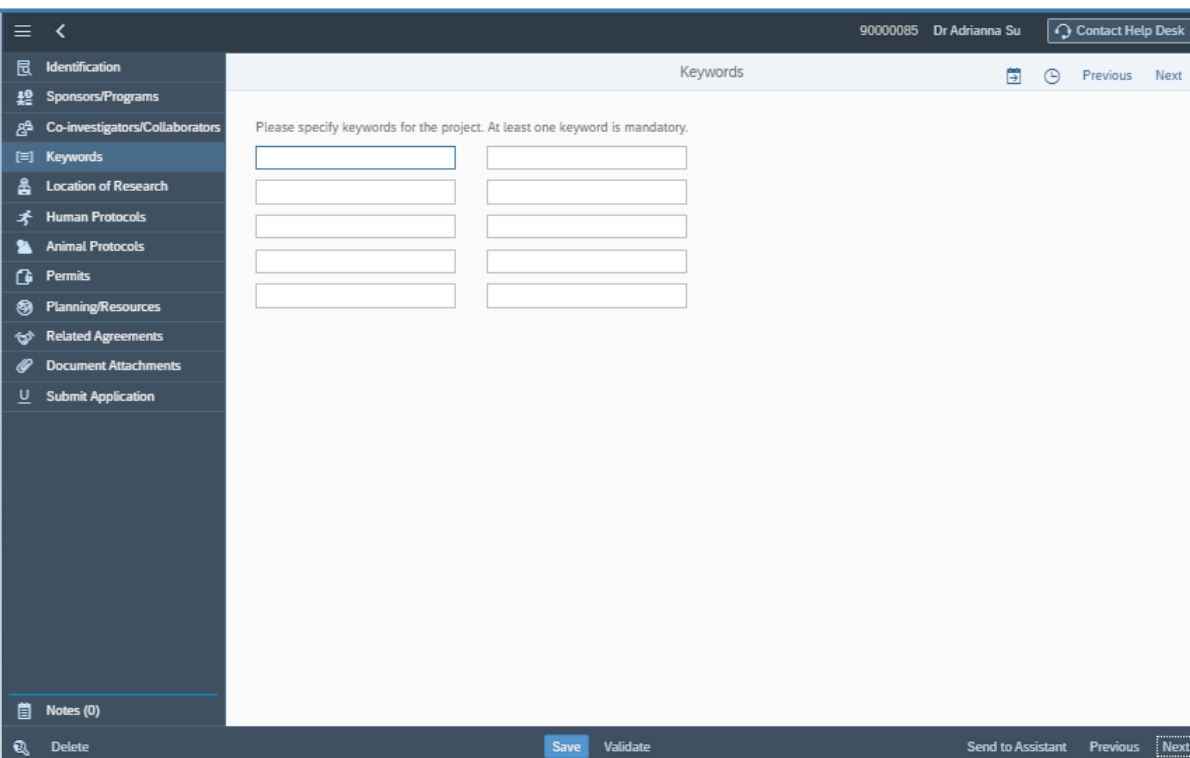
- ii. If the co-investigator/collaborator is not found, click + **Create new Collaborator** to display the **Add External Collaborator** dialogue box.
  - Enter **Name\***, **Institution\***, **City\***, **Country\*** and **E-mail\*** for the co-investigator/collaborator, then click **Ok**.

2. To add or modify an email address, select the line and click on the  (pencil) icon to edit the email address.
3. To remove a co-investigator/collaborator from the application, click the  (trash can) icon.

**NB:** All co-investigators and collaborators linked to the application will receive an email notification informing them of their inclusion in the project.

4. Click **Next**.

## Keywords



90000085 Dr Adrianna Su [Contact Help Desk](#)

Keywords [Previous](#) [Next](#)

Please specify keywords for the project. At least one keyword is mandatory.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Notes (0)

Delete [Save](#) [Validate](#) [Send to Assistant](#) [Previous](#) [Next](#)

1. Type in **keywords** for the project. At least one (1) keyword is mandatory, and up to ten (10) can be added.
2. Click **Next**

## Location of Research

Indicate the location of your research. Select all that apply\*(If more than one location of research is specified you must indicate the primary location at the bottom of the page.)

On Campus

Research will occur on Campus

Fully Affiliated Teaching Hospitals

Select hospital:

Other Organizations [+ Add Other Organizations](#)

Name	City	Country
No Organizations Added		

Field Work Locations [+ Add applicable field locations](#)

Description	Country
No Field Locations Added	

\*Select the primary location of research:

If only one location is selected, primary location defaults to selection.

At least one location must be specified for the research activities. \* Select all that apply.

### 1. On Campus

- If research activities are being carried out at a U of T campus site, check the box for **Research will occur on Campus**

### 2. Fully Affiliated Teaching Hospitals

- If research activities are being carried out at a Fully Affiliated Teaching Hospital, select the site(s) from the drop-down list provided by checking the corresponding box(es).

**NB: Selecting a hospital will route the application upon submission to the appropriate hospital approver.**

### 3. Other Organizations

- If research activities are being carried out at an external institution/organization, click the **+ Add Other Organizations** button to search the University of Toronto database of external institutions. If the institution is not found, you may then enter a new



Organization by clicking the **+ Create new Organization** button to display the **Add Other Organization** dialogue box.

i. Enter the **Organization Name, Address, City, and Country**, then click **Ok**.

#### 4. Field Work Locations

a. If research activities are being conducted at a field site, click the **+ Add applicable field locations** button. Then, enter the **Location Description** and select the associated **Country** for the location.

#### 5. Select the primary location of research\*

a. If only one location has been selected the Primary Location will default to this location.

b. If more than one location has been specified, you must select the primary location from the drop-down list provided.

6. Click **Next**.


## Human Protocols

The screenshot shows the 'Human Protocols' page. At the top, there are instructions: 'Inclusion of human subjects/participants (including surveys, interviews, observations, use of non-public records that contain identifying information, biological materials, interventions or other procedures) requires approval of a protocol prior to the commencement of the research'. Below this, there are two paragraphs of text defining human biological materials. A dropdown menu is set to 'Yes' for the question '\*Will human subjects/participants be involved in the research?'. Below the dropdown, there is a note: 'If you require assistance in determining if a human ethics protocol is required, please direct any questions to Research Ethics Coordinator at ethics.review@utoronto.ca'. There is a button '+ Click on + to add Human Protocol'. Below this is a table with columns: Title, Protocol No., Status, Expiry Date, Owner, and Add. The table currently contains one row with 'No data' in the Protocol No. column. At the bottom, there is a checkbox 'Additional protocol required and/or not yet applied for'.

Title	Protocol No.	Status	Expiry Date	Owner	Add
	No data				

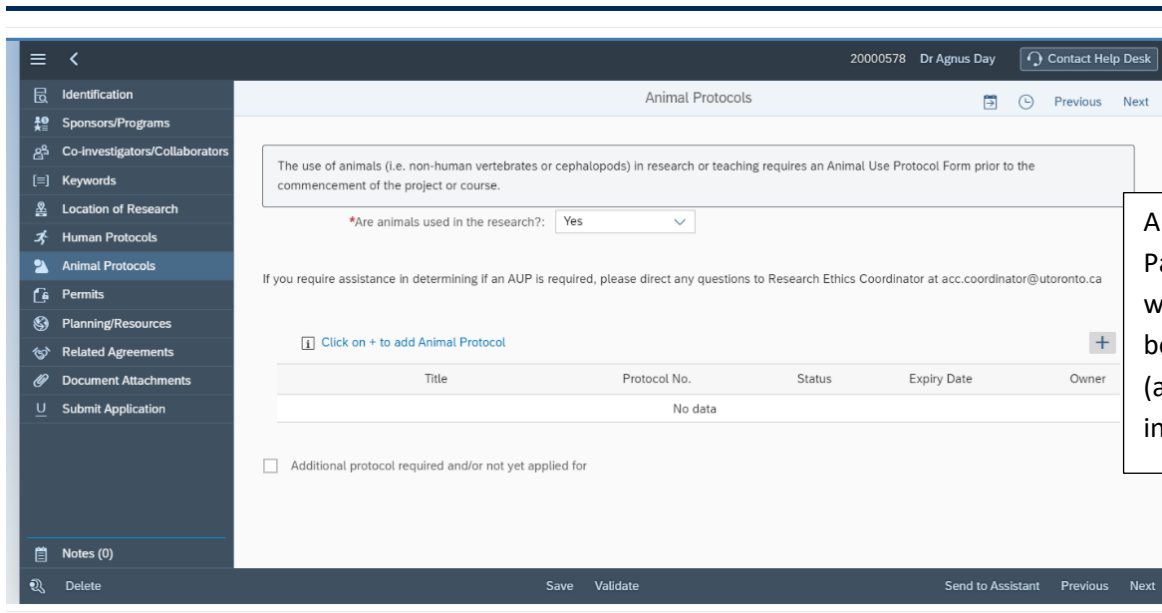
Human Protocols Page as it appears when “Yes” has been selected (human subjects/participants are involved in the research)

1. Read the instructions at the top of the screen carefully to determine whether the research activities in which you will be engaging include human subjects/participants.
2. Indicate if **human subjects/participants will be involved in the research**. (Yes/No)
  - i. If you select “Yes” the system will generate a list of your current human protocols.
  - ii. To view the list and add all relevant protocols, click the “+” or **Click on + to Add Animal Protocol** button to display the **Select: Search Human Protocols** dialogue box.
  - iii. Select any human protocols that apply to the research project by clicking the radio button beside the Protocol Number.

- iv. If you selected a protocol in error, you can remove it by clicking on the  (trash can) icon.
3. If an additional protocol is required or has not yet been issued or applied for, check the box at the bottom of the page.
4. Click **Next**.


**NB:** if you require assistance in determining if a human ethics protocol is required, please direct any questions to the Research Ethics Coordinator at [ethics.review@utoronto.ca](mailto:ethics.review@utoronto.ca).

## Animal Protocols



The screenshot shows the 'Animal Protocols' form. The dropdown menu for 'Are animals used in the research?' is set to 'Yes'. Below this, there is a table with the following columns: Title, Protocol No., Status, Expiry Date, and Owner. The table currently shows 'No data'. At the bottom of the form, there is a checkbox labeled 'Additional protocol required and/or not yet applied for'.


Animal Protocols Page as it appears when “Yes” has been selected (animals are used in the research)

1. Read the instructions at the top of the screen carefully to determine whether the research activities in which you will be engaging include the use of animals.
2. Indicate if **animals are used in the research**. (Yes/No)
  - a. If you select “Yes” the system will generate a list of your current animal protocols.
  - b. To view the list and add all relevant protocols, click the “+” button or select the **Click on + to add Animal Protocol** button to display the **Select: Search Animal Protocols** dialogue box. Select any animal protocols that apply to the research project by clicking the radio button beside the Research Title.
  - c. If you selected a protocol in error, you can remove it by clicking on the  (trash can) icon.
  - d. If an additional protocol is required or has not yet been issued or applied for, check the box at the bottom of the page.
3. Click **Next**.

**NB:** if you require assistance in determining if an animal protocol is required, please direct any questions to the Research Ethics Coordinator at [acc.coordinator@utoronto.ca](mailto:acc.coordinator@utoronto.ca).

## Permits

The screenshot shows a web interface for managing permits. On the left is a dark sidebar with a menu of options: Identification, Sponsors/Programs, Co-investigators/Collaborators, Keywords, Location of Research, Human Protocols, Animal Protocols, **Permits** (highlighted), Planning/Resources, Related Agreements, Document Attachments, and Submit Application. Below the menu is a 'Notes (0)' section and a 'Delete' button. The main content area is titled 'Permits' and features a question: '\*Does this research utilize any of the following:' with a dropdown menu. Below this are two columns of permit types, each with a checkbox: Biological Agents, Radioactive Materials, XRays, Lasers, High Hazard Chemicals, Animal Pathogens, Vertebrate Animals or Cephalopods, Invertebrates, Plants, Plant Pathogens, Soil, Controlled Drugs, Cannabis/Cannabinoids, and Items subject to Export Control and/or Controlled Goods Regulations. At the bottom of the page are buttons for 'Save', 'Validate', 'Send to Assistant', 'Previous', and 'Next'.

1. Indicate whether the research utilizes any of the items listed on the Permits page. If “No” is selected, the system will automatically gray out all the items. If “Yes” is selected the buttons for each of the permit types will become active and any items utilized in the research must be checked off. Some items will generate their own instructions and sub-questions which must be answered individually.
  - a. **Biological Agents, Radioactive Materials, XRays, Lasers, High Hazard Chemicals**
    - i. If “Yes” is selected to any of these questions, and it is indicated that the permit is required for on-campus activities the system will generate a list of your related U of T permits.
    - ii. To add a permit, click the “+” or **Click on + to add [corresponding] Permit** button to display the **Select: Search Permit** dialogue box.
    - iii. Select any permits that apply to the research project by clicking the radio button beside the Protocol Number.
    - iv. If you selected a permit in error, you can remove it by clicking on the  (trash can) icon.
    - v. If the permit has not yet been issued/applied for or additional permits will be required, check the relevant box.

vi. Indicate if permits will be required at another institution.

20000616 Dr Adrianna Su Contact Help Desk

Permits

Biological Agents

- any bacteria, viruses, fungi, parasites, prions, natural and/or recombinant DNA & RNA
- tissues, cells, blood and/or body fluids from humans or animals
- proteins or toxins from a micro-organism that can cause disease in a human, including any synthetic form of such proteins or toxins
- genetically modified or exotic invertebrates
- genetically modified or exotic plants or seeds

See information regarding approvals for the use of biological agents

\*Biological Agents are used on campus: Yes

Click on + to add Biological Permit

Title/Identifier	No.	Status	Expiry Date	Owner
No data				

Biosafety permit not yet applied/issued:

\*Biological Agents are used at other institution:

Delete Save Validate Send to Assistant Previous Next

Permits Page as it appears when Biological Agents has been selected.

**b. Invertebrates, Plants**

i. If “Yes” for either selection, indicate if they are native to the GTA, genetically modified, and/or an invasive species to the research location.

**c. Soil**

i. If “Yes”, indicate the origin of the soil and if it will be brought to campus.

**d. Controlled Drugs, Cannabis/Cannabinoids**

i. If “Yes”, please review the additional steps for permits & licensing that will appear at the bottom of the page.

**e. Items subject to Export Control and/or Controlled Goods Regulations**

i. If “Yes”, please review Health Canada’s Export Control and Controlled Goods Program for further information and support. Links to the program will appear at the bottom of the page.

**f. Animal Pathogens, Vertebrate Animals or Cephalopods, Plant Pathogens**

i. Select any that apply. These items do not generate sub-questions.

2. Click **Next**.

1. Select Yes/No to all of the questions on this page. Some questions will generate their own instructions and sub-questions which must be answered individually.
2. **Does this proposal involve a contribution by the University to the direct costs? \***
  - a. If “Yes” is indicated, a subordinate section will appear. Click the “+” or **Click on + to add Direct Cost** button to add all sources of U of T’s contribution(s) to the direct cost of the research application.
    - i. **Amount** – entered the dollar value of the University contribution to the direct costs
    - ii. **Source** – indicate who is providing the contribution
    - iii. **Type of Contribution** – is it “cash” or “in-kind”
      - **Nature of Contribution** – if the contribution is “in-kind” provide further details as to what exactly is to be provided, e.g. A graduate scholarship.
- You may add multiple contributions.
3. **Will this project require additional space not presently under your control? \***
  - a. Indicate “Yes” if you will require additional space which is not currently allocated to you to carry out this research project.
4. **Is there any construction or renovation involved in this project? \***
  - a. If “Yes” is indicated, a subordinate question appears asking you to briefly explain the renovation/construction taking place and to indicate its intended location(s).

5. **Could proposed equipment purchases require new/increased utility/renovation or construction costs? \***
  - a. Indicate “Yes” if the research will result in incremental utility usage, e.g. if you will need a fume hood installed in your lab. If “Yes” is indicated, a subordinate section appears with further instructions and a sub-question. To the best of your ability, indicate any new items/needs resulting from the application and whether this will be located on-campus or off-campus. This information is being gathered in order to ensure that any additional costs associated with the project are fully understood at the time of application and to ensure that the building can support the needed infrastructure.
6. **Does this project require/request teaching release? \***
  - a. Indicate “Yes” if teaching release is required/expected.
7. **Does the budget include a payment for the PI and/or Co-Investigators/Collaborators? \***
  - a. If you select “Yes”, **please complete the University of Toronto Faculty Member Remuneration from Research form and attach a scan of the fully executed document to the MRA record in the Document Attachments section.**

**NB:** Do not select “yes” for applications for Canada Research Chairs or Canada Excellence Research Chairs.
8. **Will you be engaging with an International Partner for your research? \***
  - a. If you select “Yes”, complete the "Research Partnership Security Checklist for International Partnerships" and review the "Engaging in International Research Partnerships: Principles and Approaches" document on the [Safeguarding your Research](#) website. Submit your completed checklist in accordance with the checklist instructions within two weeks of the submission of the MRA.

**NB:** If you have any questions or would like to discuss your partnership, contact [international@utoronto.ca](mailto:international@utoronto.ca)
9. Click **Next**.

## Related Agreements

20000629 Dr Agnus Day [Contact Help Desk](#)

### Related Agreements

Please identify any other funding application and/or non-funded agreement (e.g. Material Transfer Agreement) related to this proposal.

Click on + to add funding application (MRA)

Application #	RIS #	Title
No data		

Click on + to add Non-Funded Agreement

Title/Number	Agreement Type	Agreement Status	Effective Date	Expiry Date
No data				

Delete Save Validate Send to Assistant Previous Next

A Related Agreement is defined as an existing or anticipated non-funded agreement or funding application which has/will have a direct bearing on the current research proposal, e.g. a pre-existing non-disclosure agreement with the sponsor to whom the research application is to be submitted.

1. To link a **funding application (MRA)**, click the “+” or **Click on + to add funding application (MRA)** button.
  - a. You may search your list of funding applications using the **AR Number, RIS Application #, or/and Status Code**. Once you set your search fields, click **Go** on the right side of the screen.
  - b. To select a funding application, click the radio button.
  - c. You may add multiple applications by clicking the “+” button again and selecting another application.
2. To add a **Non-Funded Agreement**, click the “+” or **Click on + to add Non-Funded Agreement** button.
  - a. You may search your list of Non-Funded Agreements using the **Agreement Type** and/or **Agreement Status**. Once you set your search fields, click **Go** on the right side of the screen.
  - b. To select a Non-Funded Agreement, click the radio button.
  - c. You may add multiple agreements by clicking the “+” button again and selecting another agreement.
3. Click **Next**.

## Document Attachments

20000629 Dr. Agnus Day Contact Help Desk

Document Attachments

Upload the application document(s) and any other relevant document(s).  
At a minimum the application should include a near final proposal, final budget and budget justification.

Click on + to add Attachment

FileName	Description	Type	Document Date	Add Attach
No data				

Uploaded documents will be listed here. Documents may be downloaded by clicking on the title.


The application to the Sponsor and any other required documents must be uploaded to the system.<sup>4</sup>

1. To add an application document or any other relevant document, click the “+” or **Click on + to add Attachment** button.
  - a. **Attachment Type\***
    - i. Select the document type from the drop-down list
  - b. **Description\***
    - i. Provide a brief description of the document being attached, e.g., Form 180
  - c. **Document Date\***
    - i. Input the date of the document. Use today’s date if the document is undated.
  - d. **Attachments\***
    - i. Click the “+” button to search your computer and upload a document.

**NB:** Complete all the descriptors for the document before clicking the **OK** button.

2. Click **Ok**

**NB:** Multiple documents may be uploaded; however, only one document may be uploaded at a time. Uploaded documents will appear in the table below the document attachment link and may be downloaded by clicking on the title.

Prior to submission, uploaded documents may be deleted by clicking on the  (trash can) icon.

<sup>4</sup> It is recognized that applicants may want to continue to polish their proposals after submission of a draft for University approval. If material changes are made to the proposal after submission, the revised application must be submitted for University approval.



### 3. Click **Next**.

## Submit Application

Please carefully read all terms and conditions prior to submitting your application.

1. Tick the box **“I have read and agree to the above conditions”** to display the **Submit Confirmation** dialogue box
2. Click **Submit**

When the “Submit” button is clicked the system will perform a check that all mandatory fields have been completed and will determine the appropriate internal approvers based on the information provided.

**NB:** If you need an approval in a hurry, you can check who is/are the next approver(s) in the workflow and contact them. The next approver in the workflow is listed in the My Applications search list and can also be found by displaying the Workflow History from within the MRA record (see [Tracking the Approval of your Application](#) for more details). Notification emails to approvers are sent only twice a day, once in the morning to catch the previous evening’s submissions and once in the evening to catch the day’s submissions. However, the application will appear in the first approver’s inbox as soon as it has been submitted and will move through the approval hierarchy as soon as the previous approver has approved the application.

## Searching for Applications

If the only role assigned to you within the system is Principal Investigator you can access the list of your applications from the **Funding Applications** → **My Applications** menu option on the left navigation menu. This will display the My Applications search list which lists all your applications which are under development, have been previously submitted or have been returned to you by an approver or where you are named as a co-investigator/collaborator.

Each of your application records will contain the following data columns by default; **AR Num, Title, RIS #, Sponsor/Program, Status, Approvers, Status Date, PI Submit Date, PI Name, and Student Name**. The displayed columns can be changed using the personalization button; see instructions below.

My Applications (22)

Use Filter Bar to find existing documents:

Hide Filter Bar **Filters** Go 🔍 🔄

AR Number:  PI Name:  RIS Application #:  Student Name:  Submit Date:

Title:

My Applications  Enter Title or Sponsor or Prog... 🔍 ⬆️ ⬆️ ⚙️ 📄 Copy [Create New Application](#)

AR Num/Title	RIS #	Sponsor/Program	Status	Approvers	Status Date	PI Submit Date	PI Name	Student Name
<input type="radio"/> <b>80000031</b> My CIHR application		Canadian Institutes of Health Research (CIHR)/Project Scheme	Saved by PI		Aug 29, 2021		<a href="#">Dr Agnus Day</a>	>

You can search/filter your list of applications using the Filter Bar at the top of the search list.

### 1. Default Filter Parameters:

- **AR Number** (unique application identifier in MRA)
- **PI Name** (your name or a Co-Investigator/Collaborator's name)
- **RIS Application #** (unique record identifier in the Research Information System)
- **Student Name** (if the MRA was for a studentship/fellowship)
- **Submit Date** (date on which you submitted the MRA; you can select a specific date or range)
- **Title** (title of the research project)

You may add additional filter fields from the “Filters” button on the top right side of the page

- **Creation Date** (date on which you created the MRA)
  - **Status** (current status of the application, e.g., Submitted by PI; Approved by Uni – Submitted to Sponsor, etc.)
2. To set the filter parameters for each field click the (double box) in the text field.
    - The operator between filter parameters is “and”.
  3. Once you set your filter parameters and type your search terms into the field(s), click enter/return on your keyboard or click the blue **Go** button on the top right side of the page.

Note that you can hide or display the Filter Bar by clicking on the **Hide Filter Bar** (if displayed) or **Show Filter Bar** (if hidden) buttons, respectively.

The screenshot shows the top section of the application interface. At the top, there is a header with the text "Use Filter Bar to find existing documents:". Below this is a filter bar containing six input fields: "AR Number:", "PI Name:", "RIS Application #:", "Student Name:", "Submit Date:", and "Title:". A red box labeled "1" highlights the entire filter bar. To the right of the filter bar are buttons for "Hide Filter Bar", "Filters", "Go", and "Contact Help Desk". Below the filter bar is a table header with columns: "AR Num/Title", "RIS #", "Sponsor/Program", "Status", "Approvers", "Status Date", "PI Submit Date", "PI Name", and "Student Name". A search box labeled "Enter Title or Sponsor or Program" is positioned above the table header, with a blue box labeled "2" around it.

After you search your list of applications using the Filter Bar (1), you may filter through your results using the **Enter Title or Sponsor or Program** field (2). You may enter the **Title** of the research project or the **Sponsor or Program** name.

The full application may be accessed by clicking on the **AR Num** (blue hyperlink) in the row displaying the record information. Clicking anywhere else in the row will display a pop-out summary of the application on the right side of the screen.

You may sort and configure your applications list by clicking on the buttons described below.

The screenshot shows the "My Applications (47)" section. It includes the same filter bar as the previous image. Below the filter bar is a table with the same columns as the previous image. Above the table header, there are four buttons highlighted with red numbers: "1" (Sort), "2" (Group), "3" (Personalization), and "4" (Export to Excel). There is also a "Create New Application" button.

1. The **Sort** button allows you to sort through your applications in the ascending or descending order of Application Number, Submit Date, or Status Date.
2. The **Group** button allows you to group your applications in the ascending or descending order of Status.
3. The **Personalization** button allows you to select which columns you want to view or hide in the list.
4. The **Export to Excel** button will download all applications to a Microsoft Excel file.

# Tracking the Approval of your Application




There are three ways in which you can track the progress of your application as it moves through the approval workflow.

The screenshot shows the 'My Applications' dashboard with a filter bar at the top. Below the filter bar is a table with the following columns: AR Num/Title, RIS #, Sponsor/Program, Status, Approvers, Status Date, PI Submit Date, PI Name, and Student Name. A red box highlights the 'Status' and 'Approvers' columns. A red number '1' is placed above the table header.

AR Num/Title	RIS #	Sponsor/Program	Status	Approvers	Status Date	PI Submit Date	PI Name	Student Name
80000018			Reclaimed from PI Assistant by PI	Adrianna Su	Aug 27, 2021		Dr Adrianna Su	
80000017			Initial		Aug 27, 2021		Dr Adrianna Su	

1. In the **My Applications** search list, the:
  - a. **Status** column displays the current status of the application (e.g., Under Review by Chair/Director, Under Review by University Approver, etc.).
  - b. **Approvers** column displays the name of the approver(s) who is/are next in the workflow to review your application or who has/have claimed your application for review. Note that depending on the status of the application, this column may be blank or have your name (if the application has been returned to you) or your PI Assistant’s name (if you have forwarded the application to your PI Assistant).

The screenshot shows the application details page for application 80000014. The left sidebar contains a menu with items: Identification, Sponsors/Programs, Co-investigators/Collaborators, Keywords, Location of Research, Human Protocols, Animal Protocols, Permits, Planning/Resources, Related Agreements, Document Attachments, and Submit Application. The main content area is titled 'Identification' and includes sections for 'Research Information' and 'Student Information (if fellowship/studentship)'. The 'Research Information' section shows 'Administering Unit: Faculty of Social Work - Faculty of Social Work' and 'Title of Research:'. The 'Student Information' section shows 'Student/Fellow Name:'. A red number '2' is placed above the 'Research Information' section, and a red number '3' is placed above the 'Student Information' section.

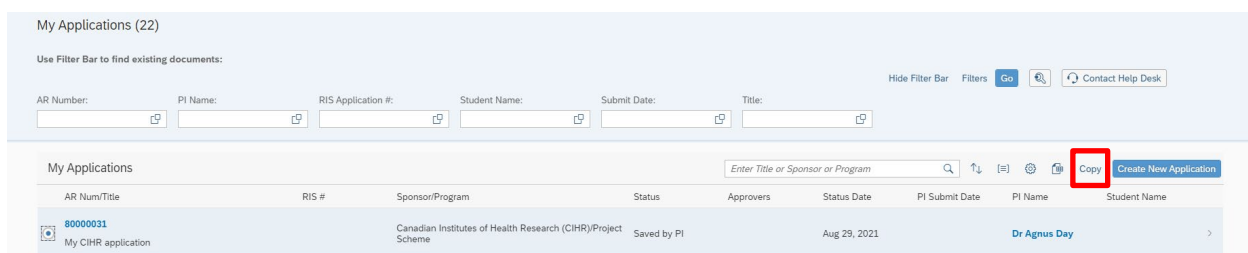
2. The  **Workflow History** button in the upper right-hand corner within the application record. To drill down on the workflow history, click on the right-facing arrow to reveal the queue of applicable approver workspaces (e.g. Dean Workspace, UAG Workspace, etc.).
  - a. If the green indicator beside the approver workspace displays “**Reserved**”, this means that the application is currently under review at that approval level. Clicking the box will reveal a pop-out list of any approver(s) in that approver workspace. The  (orange envelope) icon will indicate the name of the approver who has claimed the review task.
  - b. If the green indicator beside the approver workspace displays “**Completed**”, that means that the review task has been completed at that approval level.
3. The  **Status History** button in the upper right-hand corner within the MRA record. The status history displays a time-stamped record of changes to the MRA status. If the MRA is currently under review by an approver, the approver name will be displayed in the status history.

**NB:** If the MRA has been routed to an approver’s inbox but has not yet been claimed, the status history will not show you the name of the approver(s). To find this information, use the workflow history feature.

When the final approval is provided an email notification will be sent to you. If the application is returned to you, an email notification will be sent to you immediately.

## Copy a Previous Application Record

If you want to copy a previous application, e.g. a resubmission of a CIHR Project Grant application, select the application record that you want to renew in the My Applications search list by clicking the radio button at the left of the record and then clicking the **Copy** button at the top right-hand corner of the search list, or by displaying the pop-out summary screen by clicking on the application row and clicking the **Copy this MRA** button in the top right-hand corner of the screen.



The screenshot shows the 'My Applications' page with a search bar and a table of application records. The 'Copy' button is highlighted with a red box.

AR Num/Title	RIS #	Sponsor/Program	Status	Approvers	Status Date	PI Submit Date	PI Name	Student Name
<input checked="" type="radio"/> 80000031 My CIHR application		Canadian Institutes of Health Research (CIHR)/Project Scheme	Saved by PI		Aug 29, 2021		Dr Agnus Day	>

A new application record will be created by copying the information from the existing application record. Review the new application record and make any necessary changes. Attach a revised research proposal in the Document Attachments screen, agree to the Undertaking and submit the new application for approval.

**NB:** All information will be copied to the new application record **except** the Sponsor(s) and Program(s), and any attached documents.

## Designate a PI Assistant

With the exception of completing the PI Undertaking and submitting an application, a PI Assistant has access to the same functionality as the PI.

The screenshot shows the 'Designate Research Application PI Assistant' page. The left sidebar menu has 'Designate PI Assistant' highlighted with a red box. The main content area features a title bar, a descriptive paragraph, and a table of assigned personnel. The table has columns for Name, Start Date, and End Date. Below the table are 'Add Designate' and 'End Assignment' buttons.

### Add a PI Assistant

1. Click on the **Designate PI Assistant** button in the side menu.
2. Add your Assistant by clicking on the **Add Designate** button.
3. Search for U of T personnel by **First Name, Last Name, and/or Email Address**.  
**NB:** You will only be able to designate U of T personnel who have ongoing staff appointments at the University.
4. Enter the **Start Date** (defaults to today's date) and **End Date** for the designation.

An email notification will be sent to the individual you have designated. You may designate more than one Assistant.

### Remove a PI Assistant

1. Select the Assistant from the list of Assigned Personnel by clicking in the box to the left of the record.
2. Click the **End Assignment** button.

**NB:** Role assignment is not immediate. It will take approximately 1 day for a new Assistant to have access to the role. Role assignment uses the Human Resources System; as such this transaction is not available during payroll runs, month end, and year end.

## Co-Investigators and Collaborators

Co-Investigators and Collaborators listed in the application record will receive an automatic notification when the application is submitted for approval. University of Toronto Co-Investigators and Collaborators may login using their UTORid credentials and endorse the application. Applications where you have been designated as a Co-Investigator/Collaborator will appear in your **My Applications** search list. You may open and review the application, link any relevant protocols and/or permits and endorse the application.

My Applications (22)

Use Filter Bar to find existing documents:

Hide Filter Bar Filters Go Contact Help Desk

AR Number:  PI Name:  RIS Application #:  Student Name:  Submit Date:

Title:

---

My Applications  Enter Title or Sponsor or Prog...     Copy

AR Num/Title	RIS #	Sponsor/Program	Status	Approvers	Status Date	PI Submit Date	PI Name	Student Name
<input type="radio"/> 80000031 My CIHR application		Canadian Institutes of Health Research (CIHR)/Project Scheme	Saved by PI		Aug 29, 2021		Dr Agnus Day	>
<input type="radio"/> 80000030 Sample for Demo	216296	Happy Hippo/HH500 Canadian Institutes of Health Research (CIHR)/Project Scheme Natural Sciences and Engineering Research Council (NSERC)/Discovery Grants (Individual, Team & Project)	Submitted by PI		Aug 27, 2021	Aug 27, 2021	Dr Adrianna Su	Nucky McBucky >

**NB:** In order for Co-Investigators/Collaborators to link protocols and permits, the Principal Investigator must indicate that protocols and/or permits are required for the project.

**NB:** It is not a system requirement that University of Toronto Co-Investigators and Collaborators endorse the application.

## Approvers - Chairs/Directors, Deans/Principals (UTM, UTSC), Provost

In addition to your PI role, if you have an Approver role you will be able to approve applications for your unit, search for applications where PIs and Co-PIs are attached to an application and designate other roles.

As an Approver, when you log into the My Research portal you will land in the **inbox**. The inbox lists all applications awaiting action (approval/rejection).

System	Number	Task	Doc Type	Subject	From	Due Date	Sent Date	Other	Status
MRA	20000742 / 00211176	Dean Review	Research Application		Su, Adrianna		Today		In Progress
MRA	20000627 / 00211111	Dean Review	Research Application		Su, Adrianna		Yesterday	Canadian Institutes of Health Research (CIHR) Project Scheme	In Progress
MRA	20000727 / 00211168	Dean Review	Research Application		Su, Adrianna		Yesterday	Canadian Institutes of Health Research (CIHR) Project Scheme	New
MRA	20000712 / 00211161	Dean Review	Research Application		Su, Adrianna		Aug 24, 2021	Canadian Institutes of Health Research (CIHR) Project Scheme	New
MRA	20000709 / 00211158	Dean Review	Research Application		Su, Adrianna		Aug 24, 2021	Canadian Institutes of Health Research (CIHR) Project Scheme	New
MRA	20000708 / 00211155	Dean Review	Research Application		Su, Adrianna		Aug 24, 2021	Canadian Institutes of Health Research (CIHR) Project Scheme	New
MRA	20000707 / 00211154	Dean Review	Research Application		Su, Adrianna		Aug 24, 2021	Canadian Institutes of Health Research (CIHR) Project Scheme	New

## Column headings

- **System** – indicates whether the approval task is in MRA, MRHP (My Research Human Protocols) or MRAP (My Research Animal Protocols). This user guide will only cover MRA review tasks.
- **Number** – the Application Record (AR) Number and RIS Application Number
- **Task** – type of task
- **Doc Type** – type of document (“Research Application” for MRA tasks)
- **Subject** – title of the application
- **From** – PI on the application
- **Sent Date** – date on which the previous person in the workflow acted on the application
- **Other** – the sponsors and programs as entered by the PI
- **Status** – either New or In Progress (In Progress applications have been opened but have not been approved/rejected.)

If an Approver has an alternate, applications will appear in the inbox of the primary Approver and all alternates. When an application is opened by an Approver it is removed from the inbox of all other Approvers in the group. This prevents more than one Approver from working on an application at the same time.



## Approving Applications

1. In the inbox, click on the **Subject** (blue hyperlink) of the application record. A separate window will open with summary information from the application record.

The screenshot shows a web interface for a 'Test Research Application'. At the top right, there are buttons for 'Status History' and 'Display Application'. The main content area is divided into sections: 'IDENTIFICATION', 'SPONSORS/PROGRAMS', 'ATTACHMENTS', and 'NOTES'. The 'IDENTIFICATION' section includes 'Research Information' with fields for 'RIS #', 'Administering Unit', and 'Title of Research'. Below this is 'Student Information' with a 'Student Name' field. The 'Escalation Factors' section has checkboxes for 'Direct Cost' and 'International Partner'. At the bottom, there are two buttons: 'Return to PI' on the left and 'Approve' on the right. Blue callout boxes with arrows point to these buttons and the 'Admin Unit' field. Another callout box points to the 'Dr. Adrianna Su' name in the top left area.

2. Review the information on the summary page.
  - a. Review the **Applicant Information** by clicking on the PI's name near the top of the screen to display a dialogue box showing the applicant's **Appointment Status**, **Appointment End Date**, **Dept of Primary Appointment**, etc.
  - b. Review and verify the **Administering Unit** selected by the PI in the section titled **Identification** → **Research Information**.
  - c. In the **Sponsors/Programs** table, for each Sponsor and Program to which the PI has applied, the table shows the Indirect Cost Rate (**IDC Rate**) calculated for the application and the Indirect Cost rate suggested by University policy (**Expected IDC Rate**).
3. Click on the **Approve** button at the bottom right-hand corner to approve the application or the **Return to PI** button at the bottom left-hand corner to return the application to the PI.
  - a. If an application is returned to the PI, the approver will be prompted to add an explanatory note. Both the **Subject** and **Note** fields are mandatory.
  - b. If the application is approved it will be forwarded to the next step in the workflow.
4. The system will generate a task completion notice. Close the window/tab and you will be returned to your inbox.
5. Additional functionality accessible from the summary page
  - a. Escalation factors can be viewed by clicking the **Escalation Factors** link in the top area of the page to display a dialogue box with all escalation factors listed as well as the triggered escalation factors checked off. You can also view the triggered escalation factors in the main review page in the **Identification** section.

- b. If co-investigators/collaborators have been entered click on the **Collaborators/Co-Investigators** link in the top right-hand section of the page. A table showing the any specified internal and external co-investigators/collaborators will be displayed, including their **Name**, **Institution Name** (if applicable) and **E-Mail**. The table also shows if U of T co-investigators/collaborators have “signed” the application.
- c. If an Approver would like to view the entire application record, click on the **Display Application** button in the upper right-hand corner of the review page.
- d. An Approver may create additional notes which will be attached to the application record. To create a note, click on the **+ Add Notes** button in the **Notes --> User Notes** section. You will be prompted to fill out the **Subject** and **Note** fields. You also have the option to **Notify Applicant** by checking the box and/or **Notify Others** to search the U of T database. All notes remain on the permanent record.
- e. An Approver may attach additional documents to the application record by selecting the **“+”** or **Click on + to add Attachment** buttons, filling out the required fields and uploading a document.
- f. The **Status History** button in the top right-hand corner of the page will show the various stages of the approval, the individuals associated with the stage and the time at which the stage was initiated.

## Searching for Applications - My Unit's

As an Approver you will see two search types. When you click on **Funding Applications** you see two sub-tabs: **My Applications** and **My Unit's Applications**. The latter allows you to search for applications associated with your unit (applications are administered in your unit or the applicant is associated with your unit).

### My Unit's Search Functionality

My Unit's Applications (0)

Use Filter Bar to find existing documents:

⚠ Please enter data for one of the filters to see the applications

Hide Filter Bar Filters Go 🔍 📞 Contact Help Desk

AR Number:  PI Name:  RIS Application #:  Student Name:  Submit Date:

Title:

My Applications

Enter Title or Sponsor or P... 🔍 ⬆ ⬆ ⚙ 📄

AR Num/Title	RIS #	Sponsor/Program	Status	Approvers	Status Date	PI Submit Date	PI Name	Student Name
No Applications found								


You can search/filter your list of applications using the Filter Bar at the top of the search list.

1. Default Filter Parameters:

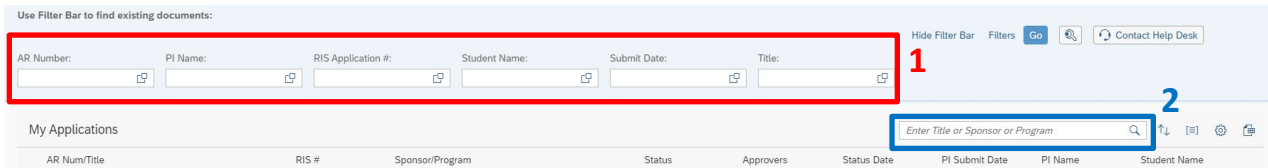
- **AR Number** (unique application identifier in MRA)
- **PI Name** (your name or a Co-Investigator/Collaborator’s name)
- **RIS Application #** (unique record identifier in the Research Information System)
- **Student Name** (if the MRA was for a studentship/fellowship)
- **Submit Date** (date on which you submitted the MRA; you can select a specific date or range)
- **Title** (title of the research project)

You may add additional filter fields from the “Filters” button on the top right side of the page

- **Creation Date** (date on which you created the MRA)
- **Status** (current status of the application, e.g. Submitted by PI; Approved by Uni – Submitted to Sponsor, etc.)

2. To set the filter parameters for each field click the  (double box) in the text field.
  - The operator between filter parameters is “and”.
3. Once you set your filter parameters and type your search terms into the field(s), click enter/return on your keyboard or click the blue **Go** button on the top right side of the page.

Note that you can hide or display the Filter Bar by clicking on the **Hide Filter Bar** (if displayed) or **Show Filter Bar** (if hidden) buttons, respectively.





After you search your list of applications using the Filter Bar (1), you may filter through your results using the **Enter Title or Sponsor or Program** field (2). You may enter the **Title** of the research project or the **Sponsor or Program** name.

The full application may be accessed by clicking on the **AR Num** (blue hyperlink) in the row displaying the record information. Clicking anywhere else in the row will display a pop-out summary of the application on the right side of the screen.

You may sort and configure your applications list by clicking on the buttons described below.

My Applications (47)





Use Filter Bar to find existing documents:

Hide Filter Bar Filters Go   Contact Help Desk

AR Number:  PI Name:  RIS Application #:  Student Name:  Submit Date:

Title:

---

My Applications      Copy [Create New Application](#)

AR Num/Title	RIS #	Sponsor/Program	Status	Approvers	Status Date	PI Submit Date	PI Name	Student Name
--------------	-------	-----------------	--------	-----------	-------------	----------------	---------	--------------

1. The **Sort** button allows you to sort through your applications in the ascending or descending order of Application Number, Submit Date, or Status Date.
2. The **Group** button allows you to group your applications in the ascending or descending order of Status.
3. The **Personalization** button allows you to select which columns you want to view or hide in the list.
4. The **Export to Excel** button will download all applications to a Microsoft Excel file.

## Designating Other Positions

The positions which you may designate are contingent on your role within the system.

### Chairs/Directors

Select the **Others** sub-tab under the **Designate PI Assistant** tab in the Portal left navigation menu.

1. **Designate Alternate(s) for Research Applications**

This selection functions in the same manner as the Designate PI utility. Search results are restricted to faculty members.

**NB:** Alternates receive the same email notification as the Primary Approver. Applications will be deposited in both the Primary Approver's inbox and any Alternate Approver's inbox provided the Alternate was set up prior to submission of the application.

2. **Designate Business Officer(s) for Research Applications**

This selection functions in the same manner as the Designate PI utility.

### Deans - Non-departmentalized Faculties

Select the **Others** sub-tab under the **Designate PI Assistant** tab in the Portal left navigation menu.

1. **Designate Alternate(s) for Research Applications**

This selection functions in the same manner as the Designate PI utility. Search results are restricted to faculty members. (Alternates may not designate Alternates.)

**NB:** Alternates receive the same email notification as the Primary Approver. Applications will be deposited in both the Primary Approver's inbox and any Alternate Approver's inbox provided the Alternate was set up prior to submission of the application.

2. **Designate Divisional RSO Officer(s) for Research Applications**

This selection functions in the same manner as the Designate PI utility. Divisional Research Service Office Officers are copied on notifications to the Dean/Alternate. (Alternates may designate Divisional RSO Officer(s) for Research Applications.)

3. **Designate Business Officer(s) for Research Applications**

This selection functions in the same manner as the Designate PI utility.

[Deans - Departmentalized Faculties/Principals - UTM/UTSC](#)

Select the **Others** sub-tab under the **Designate PI Assistant** tab in the Portal left navigation menu.

1. **Designate Alternate(s) for Research Applications**

This selection functions in the same manner as the Designate PI utility. Search results are restricted to faculty members. (Alternates may not designate Alternates.)

**NB:** Alternates receive the same email notification as the Primary Approver. Applications will be deposited in both the Primary Approver's inbox and any Alternate Approver's inbox provided the Alternate was set up prior to submission of the application.

2. **Designate Divisional RSO Officer(s) for Research Applications**

This selection functions in the same manner as the Designate PI utility. Divisional Research Service Office Officers are copied on notifications to the Dean/Alternate. (Alternates may designate Divisional RSO Offer(s) for Research Applications.)

3. **Designate Business Officer(s) for Research Applications**

This selection functions in the same manner as the Designate PI utility. The Faculty level Business Officer functions as a fallback in the event that the Chair has failed to designate a Business Officer.

[Provost](#)

Select the **Others** sub-tab under the **Designate PI Assistant** tab in the Portal left navigation menu.

1. **Designate Alternate(s) for Research Applications**

This selection functions in the same manner as the Designate PI utility. Search results are restricted to faculty members. (Alternates may not designate Alternates.)

**NB:** Alternates receive the same email notification as the Primary Approver. Applications will be

deposited in both the Primary Approver's inbox and any Alternate Approver's inbox provided the Alternate was set up prior to submission of the application.

## 2. **Designate Provost Assistant for Research Applications**

This selection functions in the same manner as the Designate PI utility. The Provost Assistant role vets all newly created/moved Approver positions from the Human Resources system in order to ensure the integrity of the approval hierarchy.

## **Business Officers**

Business Officers responsible for handling research applications are designated by the Chair/Director (Dean of non-departmentalized Faculties) of the unit using the functionality described above.

## **Searching for Applications**

The unit's Business Officer has the same search functionality as the Chair/Director (Dean, non-departmentalized Faculties) of the unit. See [Searching for Applications – My Unit's](#).

## **Reviewing Block Grant Applications**

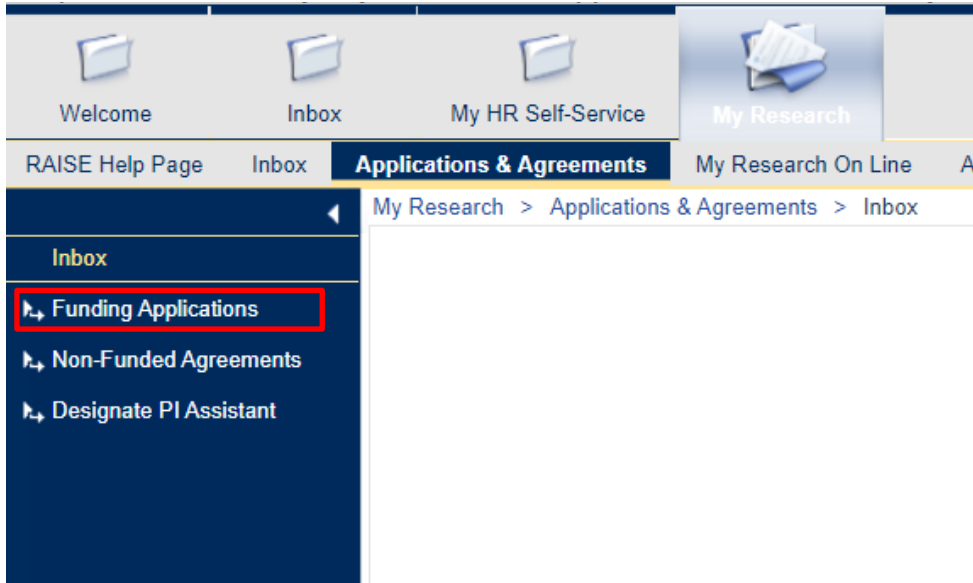
When a PI submits an MRA for a Block Grant Program, the application is directed to the Business Officer (BO) for the administering unit selected by the PI. For instructions on how to review an application in MRA, please download the [Block Grant user manual](#).


## **PI Assistants**

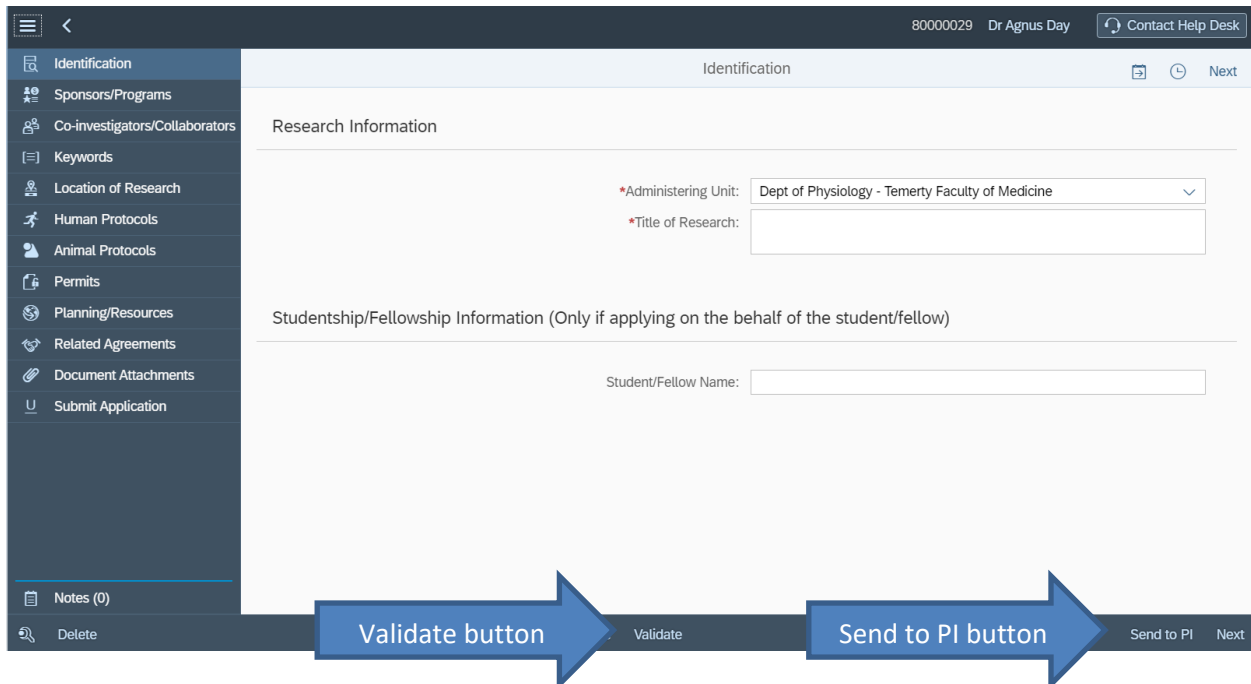
PI Assistants are designated by the PI. Due to licensing restrictions, **only appointed University of Toronto staff may be designated as a PI Assistant**. The functionality for PI Assistants mirrors that of the PI with the exception that the Assistant may not agree to the PI Undertaking or submit an application for approval.

## **Preparing Applications**

1. Login to [My Research](#) using your UTORid and password.
2. From the main menu at the top of the page go to **My Research** → **Applications & Agreements**



3. Click on the **Funding Applications** menu option in the navigation bar on the left of the screen. A new tab displaying the My Applications search list will appear.
4. Click on the blue **Create New Application** button in the top right-hand corner above the applications list.
5. Select the PI for whom you are preparing the application record by clicking the  (select PI) icon and selecting the PI from the list, then confirming your selection by clicking **Create**. (The list of PIs is restricted to those PIs who have designated the user as an Assistant.)
6. See [Principal Investigator, Submitting a Research Application for Approval, Step by Step](#) for further steps.



7. At any point in the process the Assistant may forward the application record to the PI by clicking the **Send to PI** button at the bottom right-hand corner of the page. The Assistant will not be able to modify this application record after sending to PI unless the PI returns the application record to the Assistant. The PI Assistant may validate the data at any point prior to sending the application to the PI by clicking the **Validate** button at the bottom of the page.

## Searching for Applications

The search functionality for PI Assistants is the same as that of their respective PIs.

This page lists all your PI's/your applications which are under development, have been previously submitted or have been returned to the PI by an Approver or sent to you the PI.

Each of your PI's/your application records will contain the following data points; **AR Num/Title, RIS #, Sponsor/Program, Status, Approvers, Status Date, PI Submit Date, PI Name, and Student Name.** The full application may be accessed by clicking on the **AR Num** (blue hyperlink) in the row displaying the record information. Clicking anywhere else in the row will display a pop-out summary of the application on the right side of the screen.

See [Principal Investigator, Searching for Applications](#) for further steps.

## Affiliated Hospital Approvers

In accordance with the University's affiliation agreement with the fully affiliated hospitals<sup>5</sup> of the Toronto Academic Health Services Network (TAHSN), when a PI indicates that research will be carried out at a hospital location, the application will be automatically forward to the appropriate hospital approver(s) at the listed site(s). See [Submitting a Research Application for Approval, Step by Step, Location of Research Page](#) for details on how the PI designates the location.

**NB:** Only applications that will be administered at the University will be processed using MRA. The MRA system is not intended to process applications from hospital PIs where the hospital is the administering unit. However, in circumstances where the hospital is the lead institution and funds are being sub-granted/contracted to the University, the University will require an MRA submission from the University recipient. In such cases it is possible that the University recipient will indicate that research activities are taking place at the hospital which will route the application record to the hospital for approval.

## Approving Applications

The screen design and functionality for approving the application is the same as that described above. See [Approvers, Approving Applications](#).

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<sup>5</sup> The fully affiliated hospitals are listed on the [TAHSN website](#).



Only applications where the PI has indicated that research activities will take place at the hospital will be routed to the hospital for approval. Where the PI has indicated activities will take place at more than one hospital, the application will be routed sequentially to the different hospitals.

## Searching for Applications

The screen design and functionality for searching for applications is the same as that described above. See [Searching for Applications – My Unit's](#).

**NB:** Search results will be restricted to those applications where the location corresponds to the institution associated with the hospital approver.

## Designating Other Positions

Hospital Approvers may designate Alternate Approvers and Affiliated Institution Research Services Office Personnel. However, due to the requirements for the set-up of non-University of Toronto fully appointed staff, this process will be managed off-line. Requests for designating other positions should be directed to the System Administrator at [raise@utoronto.ca](mailto:raise@utoronto.ca).

## Affiliated Institution Research Services Office Personnel

Personnel assigned this role will be copied on system generated notices sent to their respective Hospital Approver(s). Affiliated Institution Research Services Office Personnel do not have an inbox as they are not in the approval hierarchy. However, if the local practice includes a review by Affiliated Institution Research Services Office staff prior to approval by the institutional approver, MRA accommodates this process.

## Review of Applications (Optional Process)

1. Use the search functionality in My Unit's Applications to locate the application identified in the email notification. See [Searching for Applications – My Unit's](#)
2. Open the application by clicking on the **AR Num** (blue hyperlink).
3. Review the application.
4. Use the **Notes** function to record comments. Notes are sorted with the most recent at the top.

## Searching for Applications

The screen design and functionality for searching for applications is the same as that described above. See [Searching for Applications – My Unit's](#)

**NB:** Search results will be restricted to those applications where the location corresponds to the institution for which the user has been designated as Affiliated Institution Research Services Office Personnel.

## Divisional Research Services Office Personnel

Personnel assigned this role will be copied on system generated notices sent to their respective Divisional Approver(s). If the local practice includes a review by Divisional Research Services Office staff prior to approval by the Divisional Approver, MRA accommodates this process.

### Review of Applications (Optional Process)

1. Use the search functionality in My Unit's Applications to locate the application identified in the email notification. See [Searching for Applications – My Unit's](#)
2. To quickly view escalation factors, click on the line associated with the application. A side panel will open with summary information.
3. Open the application itself by clicking on the **AR Num** (blue hyperlink).
4. Review the application.
5. Use the **Notes** function to record comments. Notes are sorted with the most recent at the top.

### Searching for Applications

The screen design and functionality for searching for applications is the same as that described above. See [Searching for Applications – My Unit's](#)

**NB:** Search results are restricted to those applications associated with your unit (applications are administered in your unit or the applicant is associated with your unit).

## University Approvers

University Approvers are the final step in the application approval workflow. University Approvers are those individuals in the Division of the Vice-President, Research & Innovation – in either the Research Services Office (RSO) or Innovations and Partnerships Office (IPO) – who provide the final administrative review of the proposal, assess the eligibility of the candidate against the Sponsor's guidelines and provide the record of University approval in the system. (On a single application, these different tasks may be conducted by a number of different individuals, but there is no differentiation from a system standpoint. However, MRA records the identity of the University Approver member to whom an application is forwarded).

### University Approver Groups

Currently, University Approvers have been divided into four major groups (with one group have four additional sub-groups), each handling a specific set of Sponsors/Programs. The University Approval Groups (UAGs) are:

- Agencies and Foundations
  - Humanities & Social Sciences
  - Natural Sciences & Engineering
  - Health & Life Sciences
  - US & International
- Institutional Initiatives

Innovations and Partnerships Office  
Internal Programs

Applications are routed to these different UAGs based on the Sponsor and Program indicated in the application record.

## Managers

Managers are members of UAG and have all the functionality associated with a UAG user. However, Managers do not receive the standard email notification of new applications awaiting action.

## Inbox

Initially an application will appear in the inbox of all members of the UAG. When an application is opened by a UAG member it is removed from the inboxes of all the other UAG members. This prevents more than one Approver from working on an application at the same time.



Number	Subject	Sponsor / Program	From	Due Date	Sent Date	Status
141542	<a href="#">provost undertaking test</a>	Canadian Institutes of Health Research / Operating	Dr Faye Mishna	Feb 12, 2013	Yesterday	In Progress
141539	<a href="#">The Legality of Human Koalas</a>	Social Sciences & Humanities Research Council / Connection	Dr J David Hulchanski	Feb 27, 2013	Yesterday	In Progress
141510	<a href="#">New Media in the Digital Age</a>	Social Sciences & Humanities Research Council / Insight Development	Prof Elspeth Brown	Feb 27, 2013	Feb 5, 2013	In Progress
141496	<a href="#">Topics in Ancient History</a>	Social Sciences & Humanities Research Council / Insight	Prof Enrico Raffaelli	Oct 31, 2030	Feb 5, 2013	In Progress
141494	<a href="#">Test proposal UJK</a>	Natural Sciences & Engineering Research Council / Discovery Program	Dr Faye Mishna	Feb 27, 2013	Feb 11, 2013	In Progress
141472	<a href="#">test submit at cross (nursing) - primary is UTSC soc 2</a>	Social Sciences & Humanities Research Council / Insight	Prof Ping-Chun Hsiung	Jan 30, 2013	Feb 7, 2013	New
141454	<a href="#">drug treatment in fetal tissue</a>	Canadian Institutes of Health Research / Operating	Dr Faye Mishna	Feb 28, 2013	Jan 29, 2013	In Progress

### Column Headings

- **Number** – the Application Record (AR) Number and RIS Application Number
- **Subject** – Title of the application
- **Sponsor/Program** – the sponsors and programs as entered by the PI
- **From** – PI on the application
- **Sent Date** – date on which the previous person in the workflow acted on the application
- **Status** – either New or In Progress (In Progress applications have been opened but have not been approved/rejected.)

### Locating an individual application record in the inbox

- **Scrolling:** You may scroll through the contents to locate an individual record.
- **Sorting:** The contents may be sorted on any of the columns. Click on column heading to sort the contents by that element. Where there are collaborating Sponsors on an application record the sort is based on the first listed Sponsor.
- **Filtering:** The filter function can be accessed by clicking on the funnel icon in the top right corner above the table. You may filter on any of the table elements.

## Approve/Return an Application

In the inbox, open the application by clicking on the **Title** (blue hyperlink). The summary and approval screen for the application will appear in a separate window/tab.

### 1. Put Back Function

When a University Approver opens an application from the inbox, that user becomes the owner of the application. In order to ensure that only one person may access the application, it will be removed from the inbox from every other member of the user's Approver Group. If it has been opened in error and belongs to another member of the user's Approver Group, you may click the **Putback** button. This places the application back into the inboxes of all the members of the user's Approver Group. Alternatively, if the user knows who should be handling the application the [Forward](#) function described below may be used.

### 2. Display Application


Click on the **Display Application** button to view the entire application record. You can navigate through the different pages from the menu on the left-hand side of the screen or navigate each screen in sequence by clicking the **Next** button on the right-hand side of the screen.

### 3. Principal Investigator Information

The PI information is displayed by clicking on the PI's name in the top section of the screen. This will display an **Applicant Information** dialogue box that shows the PI's contact information and appointment data such as **Appointment Status**, **Appointment End Date**, **Rank**, **Dept of Primary Appointment**, etc.

### 4. Co-Investigators/Collaborators

This function will show if the PI has listed any investigator as a Co-Investigator or Collaborator by clicking on the **Collaborators/Co-Investigators** link in the top section of the screen. The **Institution Name** field will display the institutional affiliation of the Collaborator/Co-Investigator. It is possible that this will be blank as there are Collaborators/Co-Investigators in the RIS database where an institutional affiliation has not been recorded. The **E-Mail** field will display the individual's e-mail address. The **Signed** indicator will show when a Collaborator/Co-Investigator with a U of T appointment has logged on to the system and endorsed the application.



## Test Research Application

20000711

Dr Adrianna Su

Collaborators/Co-Investigators

Status History Display Application

Escalation Factors

IDENTIFICATION SPONSORS/PROGRAMS ATTACHMENTS NOTES

### Identification

Research Information

RIS #: 211157

Administering Unit: Faculty of Social Work - Faculty of Social Work

Title of Research: Test Research Application

Student Information (if fellowship/studentship)

Student Name:

Escalation Factors

Direct Cost

International Partner

### Sponsors/Programs

Please be advised - this budget includes payment for a University faculty member.

Click on + to add Sponsor/Program

Sponsor	Program	Amount Requested	IDC Amount Requested	Currency	Amount Requested( in CAD)	IDC Amount Requested( in CAD)	IDC Rate (%)	Expected IDC Rate (%)
Ontario Institute for Cancer Research	Cancer Research Program	25000.00	5000.00	CAD	25000.00	5000.00	25.000	15.000

### Attachments

Click on + to add Attachment

FileName	Description	Type	Document Date
<a href="#">Draft of Research Application.docx</a>	Draft	Research Application	Aug 24, 2021
<a href="#">Sample attachment for MR.docx</a>			
<a href="#">Sample attachment for MR.docx</a>			
<a href="#">Sample attachment for MR.docx</a>			

### Notes

> User Notes (0)

> System Notes (2)

Putback
Select Status and Submit
Forward

2

8

3

4

5

6



7

1

10

9

## 5. Update Sponsors/Programs and Amount/IDC Amount Requested

The **Sponsors/Programs** section allows you to update the Sponsors and Programs selected/input by the PI and edit the **Amount Requested** and/or **IDC Amount Requested**, if applicable. The  (question mark) at the beginning of the line indicates that this is an unknown Sponsor and/or Program in RIS. If the Sponsor/Program is incorrect or is tied to an Unknown Sponsor/Program in RIS you must update the Sponsor/Program combination to a known Sponsor/Program in RIS. Click on the  (pencil) icon.

The **Edit Sponsor/Program** dialogue box will appear with the following fields:

- **Sponsor Name**
- **Program Name**
- **Amount Requested**
- **IDC Amount Requested**

To edit the Sponsor/Program, click the double box in the **Sponsor Name** field to display the **Select: Search Sponsors** dialogue box. From here, you can search for a Sponsor and Program using the following filters:

- **Sponsor ID**
- **Search Term**
- **Sponsor Name**
- **Program ID**
- **Program Name**

It is recommended that you complete one or more filters to refine your search rather than waiting for all Sponsor/Programs in RIS to be displayed.

If the Sponsor or Program is not found in RIS, follow the Standard Operating Procedure for the creation of new Sponsors/Programs. If the correct Sponsor/Program is returned select the appropriate combo by selecting the radio button at the left side of the Sponsor/Program record, then confirming your selection by clicking **Ok**.

If you are adding a Sponsor/Program to the MRA you will need to select the relevant Sponsor Category. This information is needed for display purposes in the MRA record.

**NB: You will not be able to approve an MRA if it contains unknown Sponsors or Programs.**

From the **Edit Sponsor/Program** screen, you can also change the amounts in the **Amount Requested** and **IDC Amount Requested** fields. The IDC Rate% will be recalculated, if applicable. Confirm your selection by clicking **Ok**.

## 6. Attachments

From the **Attachments** table you may download any attached document that has been uploaded by any user in the approval hierarchy. You may also attach any other relevant document, e.g., program guidelines, RFP, etc. To attach a document, click the "+" or **Click on + to add Attachment** button, fill out the required fields and upload the document(s). You can also attach documents from the **Display Application** window → **Document Attachments** section.


**NB:** Attached documents may be viewed by anyone with access to the application record.

## 7. Notes

The Notes section of the summary and approval screen stores all notes and email notifications related to the application record in reverse chronological order. To create a note, click on the **+ Add Notes** button in the **Notes** → **User Notes** section. You will be prompted to fill out the **Subject** and **Note** fields. You also have the option to **Notify Applicant** by checking the box and/or **Notify Others** to search the U of T database. All notes will have a title/subject and are date and time stamped with the user's ID.

**NB:** Notes are viewable by anyone with access to the application record.

## 8. Status History

The **Status History** lists the statuses and users through which the application record has passed. This report may also be accessed from the summary and approval screen by clicking the **Status History** button in the top right-hand corner, or from the application record by clicking on the **Display Application** button, then the  (clock) icon.

## 9. Forward Task

If the application needs to go to another University Approver for action, click the **Forward** button to display a search box which allows you to search for any other University Approver. The list is not restricted to users in your Approver Group. Select the appropriate user by clicking on the radio button to the left of the name. The user to whom the application has been forwarded will receive a notification email immediately upon execution.

**NB:** The forward task sends the application to an individual in-box. It does not place it in the in-box of all members of the user's associated Approval Group.

## 10. Approve/Return

To Approve or Return an application, select the appropriate status from the list by clicking the **Select Status and Submit** button. If you return an application to the PI, you will be required to enter a note by completing the **Subject** and **Note** fields in the dialogue box.

Once you have Approved or Returned the application you will see a task completion screen. Close the tab to return to the inbox.

**NB:** There is NO secondary confirmation pop-up when an approval status is selected.

**Best practice:** Make all required changes and updates to the application record before Approving/Returning an application.

## Search All Units Applications

This functionality allows University Approvers to search for applications at any point in the submission process, from the initial PI save to post University approval.

The **All Unit's Applications** page can be accessed from the **Funding Applications** menu option under **My Research → Applications & Agreements**

My Unit's Applications (0)

Use Filter Bar to find existing documents:

Please enter data for one of the filters to see the applications

Hide Filter Bar Filters Go Contact Help Desk


AR Number: PI Name: RIS Application #: Student Name: Submit Date:

Title:

My Applications


AR Num/Title	RIS #	Sponsor/Program	Status	Approvers	Status Date	PI Submit Date	PI Name	Student Name
No Applications found								

### Filter Parameters

- The default filters appear on the Filter Bar at the top of the page. You may add additional filters from the **Filters** button on the right corner of the screen.
- To set the Filter parameters for each field click the  (double box) in the text field.
  - The operator between filter parameters is “and”.
- Once you set your filter parameters and type your search terms into the field(s), click enter/return on your keyboard or click the blue **Go** button on the top right side of the page.

**NB:** To display applications, you must enter data for at least one of the filters and click **Go**.

Default Filter Parameters:

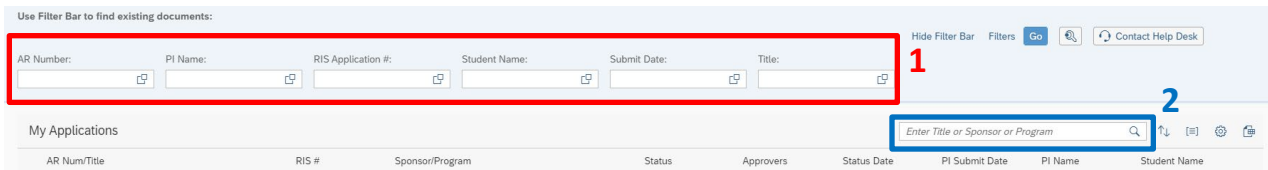
- **AR Num** – The Application Record Number is automatically generated by the system. **It is not the same as the RIS number.** This number may be used by technical support staff when problems are identified. (Users can also cross-reference the Application Record Number from within an application record by referencing the 8-digit number at the top right-hand corner of the page or clicking on the  (wrench) icon for technical support information.



- **PI Name** – This is the U of T Principal Investigator’s name. You can search by first or last name in this field, although note that the more specific your search, the fewer hits will be returned.
- **RIS Application #** – This is the number that is shared between MRA and RIS. The RIS Application Number is generated when the PI submits the application for approval. Applications which have not been submitted will not have an RIS Application Number.
- **Student Name** - This is the student’s name or fellow’s name on the application record.
- **Submit Date** - This is the date on which the PI submitted the application. You can search for a specific date or range of dates.
- **Title** – This is the title entered by the PI. You can enter a partial title / keywords to expand the scope of your search.

You may add additional filter fields from the **Filters** button on the top right side of the page

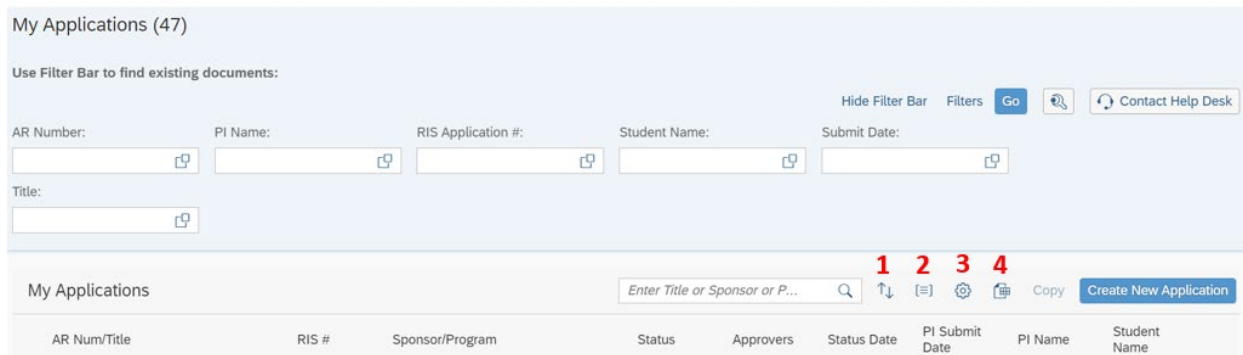
- **Status** – This is the current status of the application record.
- **Creation Date** - This is the date the PI created the application. You can search for a specific date or range of dates.
- Note that you can hide or display the Filter Bar by clicking on the **Hide Filter Bar** (if displayed) or **Show Filter Bar** (if hidden) buttons, respectively.
- 



After you search your list of applications using the Filter Bar (1), you may filter through your results using the **Enter Title or Sponsor or Program** field (2). You may enter the **Title** of the research project or the **Sponsor or Program** name.

The full application may be accessed by clicking on the **AR Num** (blue hyperlink) in the row displaying the record information. Clicking anywhere else in the row will display a pop-out summary of the application on the right side of the screen.

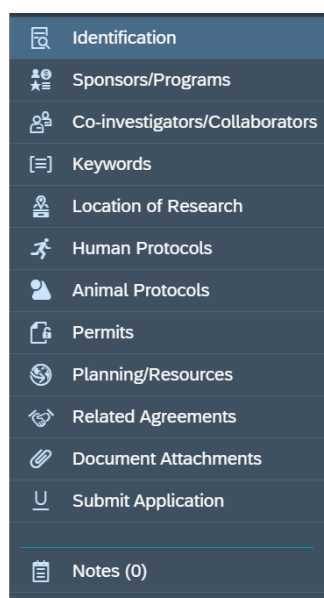
You may sort and configure your applications list by clicking on the buttons described below.



1. The **Sort** button allows you to sort through your applications in the ascending or descending order of Application Number, Submit Date, or Status Date.
2. The **Group** button allows you to group your applications in the ascending or descending order of Status.
3. The **Personalization** button allows you to select which columns you want to view or hide in the list.
4. The **Export to Excel** button will download all applications to a Microsoft Excel file.

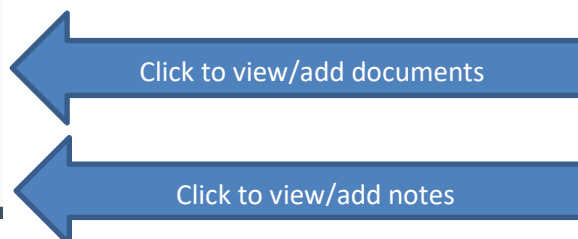
## Ethics Personnel

Ethics Personnel will have access to all applications employing the same search functionality as University Approvers. See [Search All Units Applications](#). Users may add notes and attach documents to the application record. In order to add a note or a document to an application record the user must open the application by clicking on the **AR Num** (blue hyperlink) in the search results.



The user may navigate through the application record by using the navigation buttons at the bottom or top of the page or by clicking on page names in the side bar menu.

To attach a document, click on the Document Attachments page name, click the “+” or **Click on + to add Attachment** button on the Document Attachments page and follow the instructions to upload the document.



## **Research Accounting Personnel**

Research Accounting Personnel have the same functionality within MRA as Research Ethics Personnel.

## **Environmental Health & Safety (EHS) Personnel**

EHS Personnel have the same functionality with MRA as Research Ethics Personnel.

## **Commercialization Personnel**

Commercialization Personnel have the same functionality to add notes and documents within MRA as Research Ethics Personnel.

## Provost Assistant

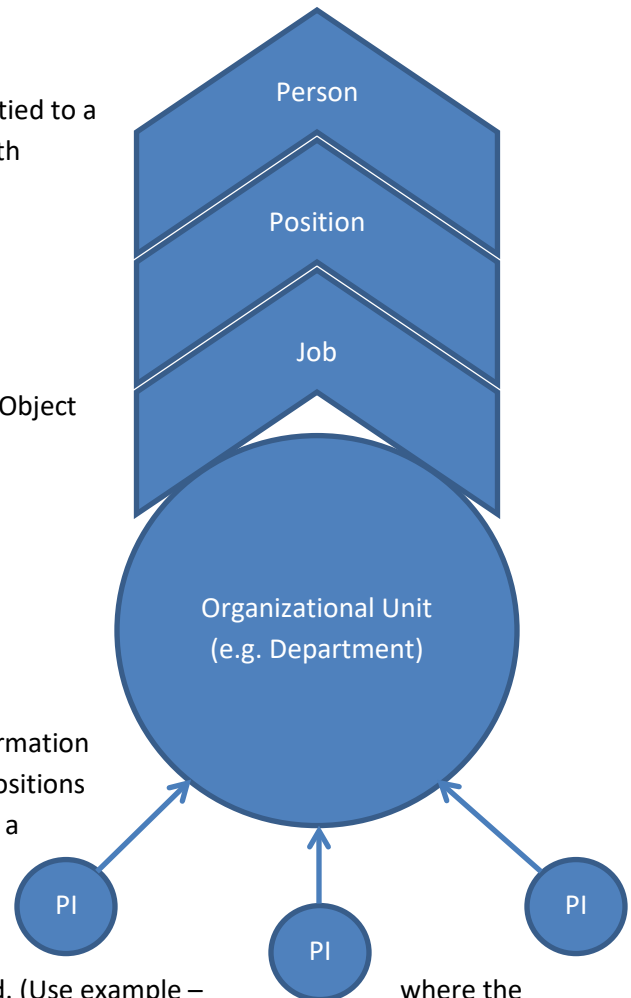
The Provost Assistant role allows the user to maintain the authorized list of approval positions in MRA.

### Background to Provost Assistant Role

The schematic below demonstrates how MRA determines the appropriate first level approver for a PI's application.

PIs are attached to an Organizational Unit. Attached to the Organizational Unit is a Job which is tied to a Position which tied to a Person. In order to direct the application to an individual with approval authority, MRA looks for one of the following Jobs:

- Director Job Object ID 22 Job
- Acting Director Job Object ID 23 Job
- Chair Job Object ID 25 Job
- Acting Chair Job Object ID 26 Job
- Principal & Dean Job Object ID 15 Job Object ID 15
- Dean Job Object ID 16 Job
- Acting Dean Job Object ID 17 Job
- Principal Job Object ID 12 Job
- Acting Principal Job Object ID 13 Job
- VP & Provost Job Object ID 2 Job



This information has its source in the Human Resources Information System. As new approval Positions are created or existing Positions are moved from one Organizational Unit to another, there is a need to confirm the eligibility of the Position to act as an approver within MRA for the unit to which the Position is attached. Override rules redirect Applications to the Acting or Interim Positions where one of these Positions is occupied. (Use example – Chair is on administrative leave and Interim Chair has responsibility for the Department.) Additionally, where there are multiple approver roles within a single Organizational Unit, the “higher value” role will override the other role, e.g., where there is both a Chair and Director in the same Organizational Unit, the Chair Position will receive the applications. Similarly, if there is a Chair and a Dean in the same Organizational Unit, applications will be directed to the Dean Position.

This functionality also allows the Provost Assistant to remove signing authority from a Position where the Human Resources data is incorrect (e.g., two Chairs in one Department) or where the Director of an EDU C or D has been recorded.

## Provost Assistant Functionality

When a new approval Position is created or existing approval Position is moved from one Organizational Unit to another, the Provost Assistant will receive an email notification.

In order to confirm/remove a Position from the approval hierarchy the Provost Assistant must locate the relevant Position and delimit the authorization. In order to remove the Position from the approval hierarchy enter the current date as the End Date. To confirm the position enter 31.12.9999 as the End Date. The Position may be located by entering either the Position Number or the Organizational Unit Number in the search box. These numbers are included in the text of the notification email.

Research Application System

Manage RIS Positions

### Manage Positions for RIS Signing Authorization (PDAD&C)

Search for Position

Position Number:

Organizational Unit Number:

Position Results

Position Number	Position Name
00007074	Dean
00021299	Chair
00021429	Director
00033131	Director - Cities ...

Remove Signing Authorization

Remove RIS Signing Authorization from position Dean

Start Date:  End Date: \*

RIS Signing Au...

Y

N

N

N

## Appendix 1

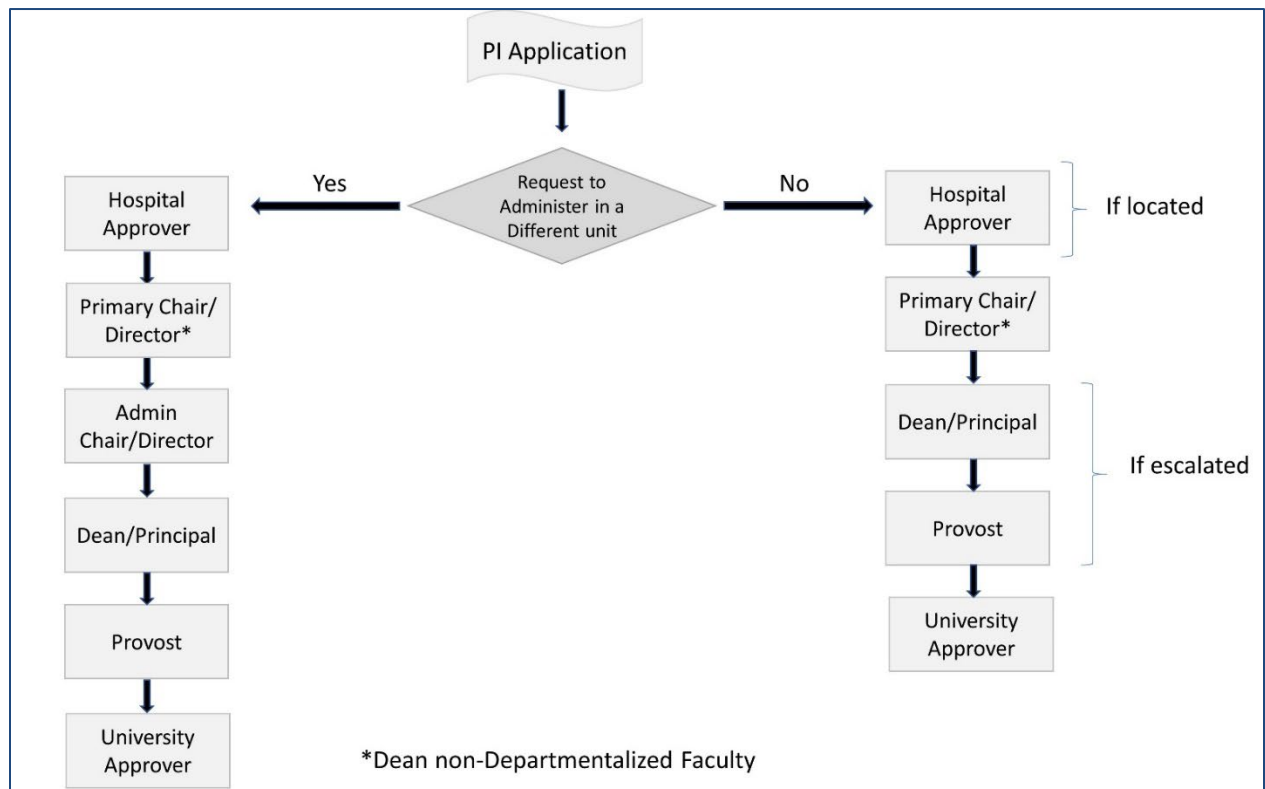
### Email Notification Details Table

(For Application Approval)

Action	Details	Time of Email Notification
<b>Forward to PI from PI Assistant or Auto-Return if PI Assistant Misses Deadline Date</b>	Informs PI that the Assistant has sent an application record to the PI for Action, OR if the application record is reclaimed automatically since it is past the deadline date set by the PI.	Immediate
<b>Send to PI Assistant</b>	Triggered by PI to Assistant	Immediate
<b>PI Submit</b>	Compilation of all applications awaiting approval in the unit. Chair/Director – Departmentalized Units Dean – Non-Departmentalized Units	Twice daily 7:00 a.m. 4:00 p.m.
<b>Affiliated Hospital Approval</b>	If a fully affiliated teaching hospital is listed as a research location the approvers will receive an email in the sequence in which they are listed	Twice daily 7:00 a.m. 4:00 p.m.
<b>Chair/Director Approval departmentalized units</b>	Where escalation is required, the Dean/Principal will receive a compilation of all escalated applications awaiting approval in the unit. (Provost where the Dean/Principal is the applicant.)	Twice daily 7:00 a.m. 4:00 p.m.
<b>Notice to University Approvers (RSO, IPO)</b>	Once all internal approvals have been received, the application is sent to the relevant University Approver Group.	Twice daily 7:00 a.m. 4:00 p.m.
<b>Return of Application</b>	Triggered if any of the various approvers reject the application.	Immediate
<b>University Approval of application</b>	Sent to PI when all University approvals have been given	Immediate
<b>Notification to Co-Investigators/Collaborators</b>	Informs co-investigators/collaborators that they have been named in the application.	When PI submits application

## Appendix 2 Workflow Rules

Simplified Schematic:



1. Workflow is initiated when PI clicks **Submit**.
2. If fully affiliated teaching hospitals have been listed in the application record, the application will be directed to the relevant Hospital Approvers.
3. Application is directed to the Chair/Director (Dean of non-departmentalized Faculties) of the unit of the PI's unit of Primary Appointment.
  - a. If the Administering Unit selected by the PI is not the PI's unit of primary appointment, the application will be directed to the Chair/Director (Dean of non-departmentalized Faculties) of the Administering Unit after the Chair/Director (Dean of non-departmentalized Faculties) of the PI's unit of primary appointment has approved the Application.
4. In departmentalized Divisions, applications will be escalated to the Dean/Principal (UTM & UTSC) of the Administering Unit, if one of the escalation factors is invoked.

5. If the Dean/Principal (UTM & UTSC) is the applicant,
  - a. Departmentalized Divisions the application will always be sent to the Chair of the applicants 's unit of primary appointment and escalated to the Provost if other escalation factors are present
  - b. Non-Departmentalized Divisions the application will be sent to the Provost
6. The final step in the workflow is the University Approver Group (RSO/IPO).



## Appendix 3

### Escalation Factors

In departmentalized units only a subset of applications will be escalated to the Dean/Principal for an approval. Applications which display one or more of the following characteristics will be escalated:

- A Chair/Director/Dean/Principal is the applicant.
- Increased Utility – If the applicant anticipates a non-trivial increase in utility usage or other impacts on the building's resources or requirements
- Increased Space – Space not under the control of the PI or other team members will be required.
- Renovation – Renovation and/or construction is included.
- Teaching Release – Teaching release time is required.
- Direct Cost – A contribution (cash and/or in-kind) by U of T to the direct costs of the research is included.
- Foreign Sponsor – The Sponsor is foreign based.
- Decanal Approval – University operating procedures for designated Sponsors/Programs require an approval at the Dean/Principal level. These are Institutional Initiatives, e.g. CFI, CRC, etc.
- Standard IDC Rate Not Met – The indirect cost rate calculated in the application is less than is stipulated for the Sponsor/Program in the University policy on the recovery of indirect costs.
- Req Amt Threshold Exceeded – If the total requested from the Program exceeds a preset limit (currently \$750,000).
- Total Req Amt Threshold Exceeded – If the grand total requested, i.e. there are collaborating sponsors making contributions, exceeds a preset limit (currently \$750,000).
- International Partner – The applicant has indicated that they will be engaging with an International Partner in their research.

## Appendix 4 Undertaking Texts

### PI Undertaking

To submit your Application, you must read and agree to the following:

- 1) I have read the Sponsor's terms and conditions and the University's applicable policies and procedures. I am submitting this application in compliance with the Sponsor's terms and conditions and University policies and procedures.
- 2) I will perform and manage this research in accordance with the Sponsor's terms and conditions and the University's policies and procedures.
- 3) I will not perform any research involving the use of human subjects, animals, biohazardous agents, radioactive materials, hazardous chemicals, controlled substances, or controlled goods without prior written approval of the appropriate University committee or other authority.
- 4) I will maintain oversight of all persons who will carry out this research, whether paid or unpaid, and will delegate research responsibilities to them appropriately. I will ensure that they are qualified by education, training, and experience to perform their responsibilities, and will arrange for ongoing training or education as necessary. I will inform them fully of, and ensure that they agree to abide by, the Sponsor's terms and conditions and the University's policies and procedures. As required, I will document their consent of these terms via the "Confidential Information & Intellectual Property" ("CIIP") Agreement and retain a signed copy for my records which I will make available to the University upon request. Information on the "CIIP" agreement and access to this form is located here:

<https://research.utoronto.ca/research-innovation-agreements/confidential-information-intellectual-property-obligations>

- 5) The information contained in the attached proposal and Application is as complete and accurate as possible.

I have read and agree to the above conditions

Submission is for internal University approval and does not replace submission to the sponsor. Unless otherwise advised, the Principal Investigator is responsible for submission to the sponsor.

## Chair/Director Undertaking

### Undertaking

This approval confirms that:

1. The Department/Centre/Institute will provide the necessary administrative and other support should the application be successful (including administrative support, financial support and space as indicated above and in the application); and,
2. The research will be administered in accordance with the Sponsor's terms and conditions and the University's policies and procedures; and,
3. For research proposals submitted by teaching stream faculty or librarians, the proposed research activities are consistent with the assigned workload and responsibilities for their role.

Close

Confirm

# Hospital Undertaking

## Undertaking

This approval confirms that the institution is aware of the research to be carried out on its premises and will provide all the necessary support as outlined in the Application Record and attached proposal.

Close

Confirm

## Dean/Principal Undertaking

### Undertaking

This approval confirms that:

1. The support required of administering unit as outlined in this Application Record and in the attached application, including administrative and financial support as well as space, will be provided should this application be successful; and,
2. All University of Toronto commitments listed in this Application Record or in the attached application have been confirmed, including those commitments not under my control; and,
3. The research will be administered in accordance with the Sponsor's terms and conditions and the University's policies and procedures; and,
4. The indirect research cost rate specified in the Application Record is acceptable to the Faculty; and,
5. For research proposals submitted by teaching stream faculty or librarians, the proposed research activities are consistent with the assigned workload and responsibilities for their role.

Close

Confirm

## Provost Undertaking

### Undertaking

This approval confirms that:

1. The support required of administering unit as outlined in this Application Record and in the attached application, including administrative and financial support as well as space, will be provided should this application be successful; and,
2. All University of Toronto commitments listed in this Application Record or in the attached application have been confirmed, including those commitments not under my control; and,
3. The research will be administered in accordance with the Sponsor's terms and conditions and the University's policies and procedures; and,
4. The indirect research cost rate specified in the Application Record is acceptable to the Faculty.

Close

Confirm