

How to Update the Co-Investigator Undertaking in MRA –August 2016

When a researcher is added as a co-investigator/collaborator to a research funding application submitted in the My Research Application (MRA) system, they will be notified by email that they have been listed on the application and, if they are affiliated with UofT, will be informed that they can log into MRA to confirm the co-investigator undertaking (click a button).

When a co-investigator is receiving a portion of the funding directly as a sub-award, they must agree to the co-investigator undertaking **before** the funds are released to anyone on that award.

A co-investigator can access the application and review the undertaking as follows:

1. Log into My Research at <https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/> using your **UTORid and password**.
2. Click on the **My Research** tab
3. Click on **Research Applications** on the submenu (if it is not already selected)
4. On the blue transaction menu, click on **Application Search**
5. Click on **My Applications** to display a table with two tabs:
 - My Applications (those records on which you are the principal investigator)
 - Collaborations (those applications on which you have been listed as a co-investigator/collaborator).
6. Click on the **Collaborations** tab.
7. Click on the project **Title** of the application on which you wish to accept the undertaking.

The screenshot displays the 'Administrative Web Services' page of the University of Toronto. A security warning at the top states: 'To protect the security of your data, this application will automatically terminate in 03:51:26. Unsaved changes will be lost.' The navigation bar includes 'Welcome', 'Inbox', 'My HR & Equity', and 'My Research' (highlighted with a yellow box labeled 2). Below this, the 'Research Applications' tab is selected (highlighted with a yellow box labeled 3). A left-hand menu contains 'Application Search' (highlighted with a yellow box labeled 4) and 'My Applications' (highlighted with a yellow box labeled 5). The 'My Applications' section shows two tabs: 'My Applications (29)' and 'Collaborations (6)' (highlighted with a yellow box labeled 6). The 'Collaborations' tab is active, displaying a table with columns: 'RIS Application #', 'Title' (highlighted with a yellow box labeled 7), and 'Principal Investigator'. The table lists two applications: one with RIS Application # 170641 titled 'Sample Application for Co-I undertaking' and another with RIS Application # 169540 titled 'Neuronal network collaboration in...'. Each row has a 'Display Application' button and a 'Link Protocols and Pe...' button.

RIS Application #	Title	Principal Investigator
170641	Sample Application for Co-I undertaking	
169540	Neuronal network collaboration in...	

8. You are now on the Identification page of the application record. You can review the entire application by clicking on the Next button to navigate through each page, or you can go directly to a specific page by click on the relevant section in the navigation box on the upper left side of the screen.
9. Near the top of the page you will see the “Sign Collab Undertaking” button which you can press to bring up the Co-Investigator/Collaborator Undertaking box.

Identification

Next Sign Collab Undertaking

PI Appointment Information

Name:
Personnel No:
Phone:
Email:
Appointment Status:
Appointment End Date:
Rank:
Dept of Primary Appointment:
Other Appointments:

Collaborator/Co-Investigator Signing

Co-Investigator/Collaborator Undertaking

You are identified as a Co-Investigator or Collaborator in a participate as a Co-Investigator or Collaborator, you must i following:

1. I acknowledge my participation in the project as outlined in this A
2. I have linked any relevant protocols and/or permits held in my nam
3. I have read the Sponsor's terms and conditions and the University procedures. I will perform and administer my research for this pro Sponsor's terms and conditions and the University's policies and
4. I will not perform any research involving the use of human subject

10. The full undertaking will appear as follows:

Co-Investigator/Collaborator Undertaking

You are identified as a Co-Investigator or Collaborator in an Application. To participate as a Co-Investigator or Collaborator, you must read and agree to the following:

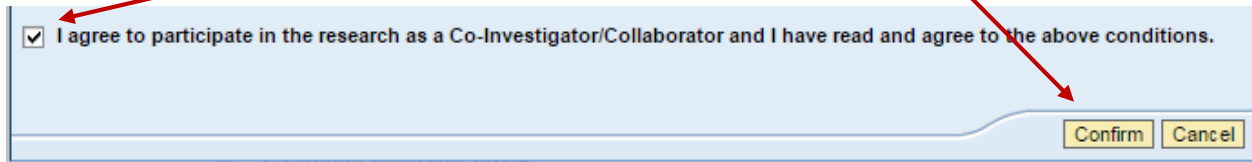
1. I acknowledge my participation in the project as outlined in this Application and attached proposal.
2. I have linked any relevant protocols and/or permits held in my name.
3. I have read the Sponsor's terms and conditions and the University's applicable policies and procedures. I will perform and administer my research for this project in accordance with the Sponsor's terms and conditions and the University's policies and procedures.
4. I will not perform any research involving the use of human subjects, animals, biohazardous agent, radioactive materials, hazardous chemicals, controlled substances, or controlled goods without prior written approval of the appropriate University committee or other authority.
5. I will ensure that all persons who will carry out this research under my supervision, whether paid or unpaid, are qualified by education, training, and experience to perform their responsibilities. 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 the form is located here: <http://www.research.utoronto.ca/forms/confidential-information-intellectual-property-agreement/>

- ☐ I agree to participate in the research as a Co-Investigator/Collaborator and I have read and agree to the above conditions.

Note: Please ensure that you have linked any relevant protocols and/or permits held in your name **BEFORE** you confirm the undertaking.

For instructions on how to link a permit to an MRA record after it have been submitted, please consult the “How to Link an Ethics Protocol or Permit to an MRA Record After it has Been Submitted” document, attached.

11. Once you have read the undertaking and completed all necessary actions such as linking your protocols or permits, check the “I agree...” box and click on the “Confirm” button to accept and sign the undertaking.



☒ I agree to participate in the research as a Co-Investigator/Collaborator and I have read and agree to the above conditions.

Confirm Cancel

Please contact RAISE Help at 416-946-5000 or raise@utoronto.ca if you have any questions.