

How Do I Designate a PI Assistant?

A Principal Investigator (PI) can designate a PI Assistant (PIA) in MRA who can assist with the completion of their research funding applications and non-funded research agreements.

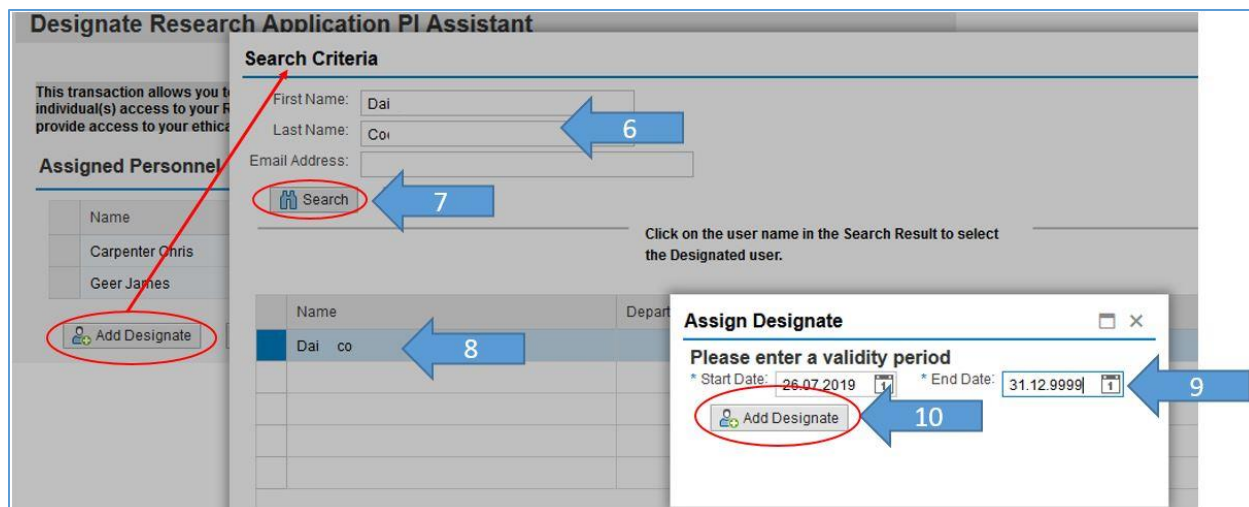
Log into [My Research](#) using your UTORid and password.

1. Select the **My Research** tab
2. Select **Applications & Agreements**
3. Select **Designate PI Assistant**
4. Select **PI Assistant**
5. Click on the **Add Designate** button to generate the Search dialogue box

The screenshot shows the 'Administrative Web Services' page for the University of Toronto. A security warning at the top states: 'To protect the security of your data, this application will automatically terminate in 03:56. Unsaved work will be lost.' The main navigation bar includes 'Welcome', 'Inbox', 'My HR Self-Service', 'My Research', and 'Expense Reimbursement'. The 'My Research' tab is selected, and a blue arrow labeled '1' points to it. Below this, the 'Applications & Agreements' link is circled in red, with a blue arrow labeled '2' pointing to it. The left sidebar contains a tree view with 'Designate PI Assistant' circled in red and a blue arrow labeled '3' pointing to it. Underneath, 'PI Assistant' is also circled in red with a blue arrow labeled '4' pointing to it. The main content area is titled 'Designate Research Application PI Assistant' and contains a table of 'Assigned Personnel' with columns for Name, Start Date, and End Date. The 'Add Designate' button is circled in red with a blue arrow labeled '5' pointing to it.

Name	Start Date	End Date
Carpenter	16.04.2018	31.12.2999
Gee	02.07.2019	05.07.2020

6. Enter the person's first and last name
7. Click on the search button
8. Click on the person's name in the hit list
9. Enter an end date for the PIA role
10. Click on the Add Designate button



The PI A will receive an email from raise@utoronto.ca informing them that the role has been assigned, and the role will be active by the **next business day**.

VPRI Contact

RAISE Helpdesk
416-946-5000
raise@utoronto.ca