

## How Do I Create a Non-Funded Research Agreement (e.g. MTA or CDA)?

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

1. Select the **My Research** tab
2. Select **Applications & Agreements**
3. Select **Non-Funded Agreements**
4. Select **Search or Create My Agreements**.

UNIVERSITY OF TORONTO | Administrative Web Services

To protect the security of your data, this application will automatically terminate in 03:55:25. Unsaved work will be lost.

Welcome | Inbox | **My Research** | 1

Inbox | **Applications & Agreements** | 2 | In Line | Human Ethics Protocols | Animal Protocols

My Research > Applications & Agreements > RAISE Help Page

RAISE Help Page

Inbox

↳ Funding Applications

↳ **Non-Funded Agreements** | 3

↳ **Search or Create My Agreements** | 4

↳ Search My Non-Funded Collaborations

↳ Designate PI Assistant

Help Desk Contact

Phone: 416 946 5000

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

Training: [Join us for a training session/user clinic](#)

You will see the My Research Agreements page listing all the agreements you've created via the system.

5. Click on the **Create New Agreement** button to generate a pop up in which you can select the agreement type.

My Research Agreements

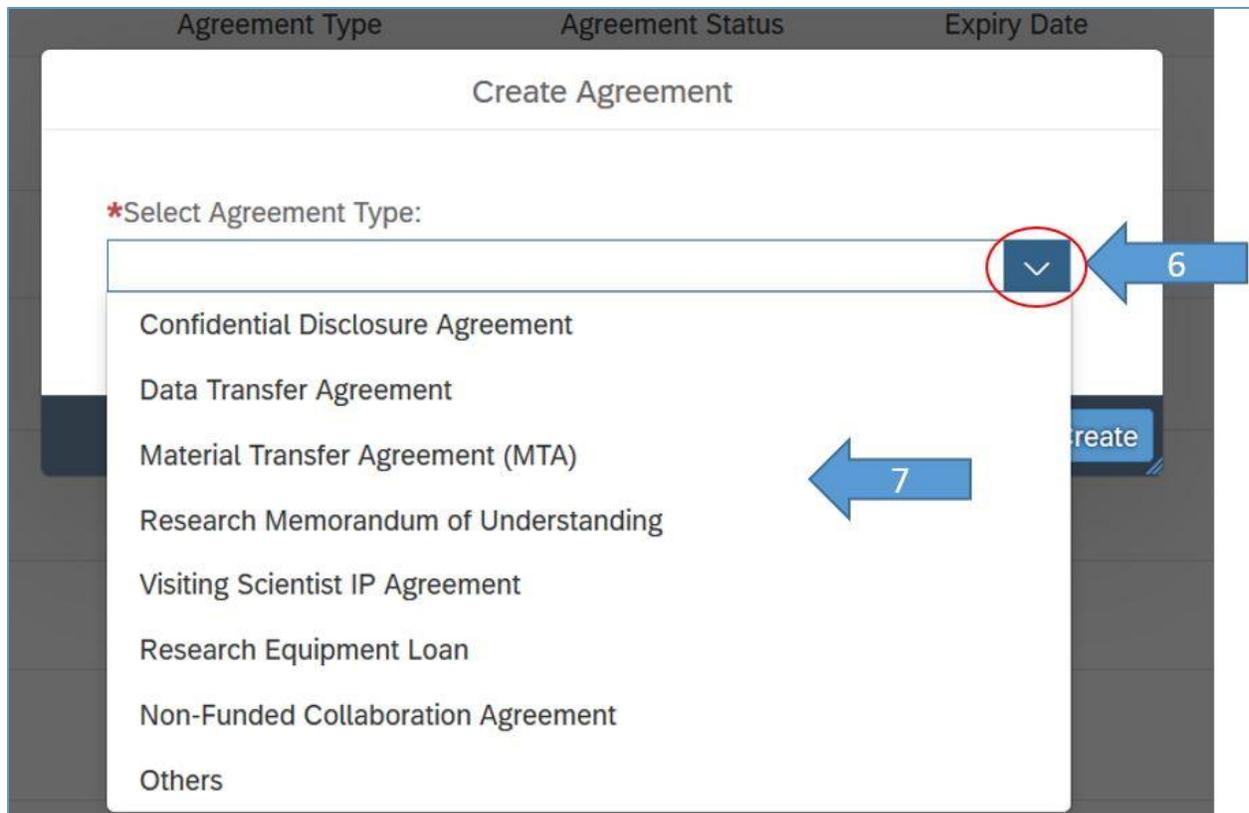
Use Filter Bar to find existing documents:

Show Filter Bar | Filters | Go | Contact Help Desk

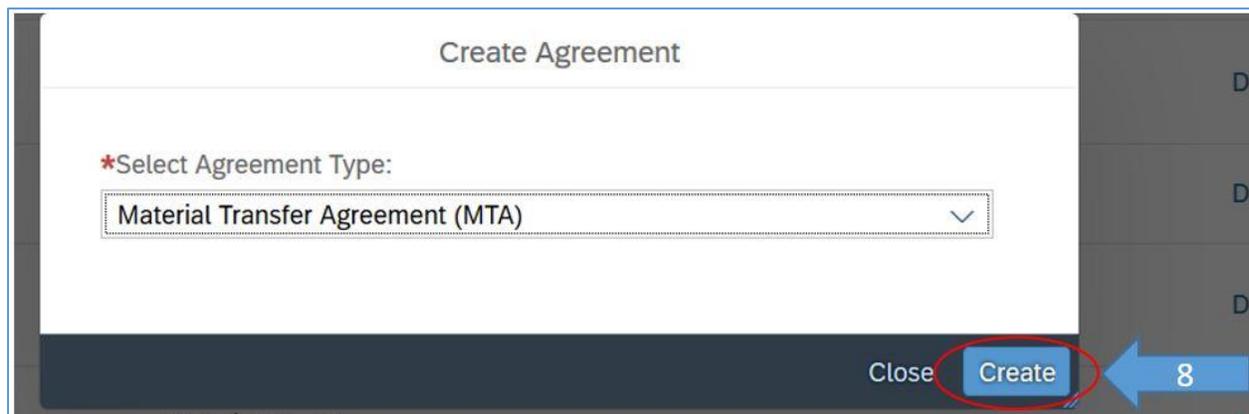
Agreements (26) | Enter Title or Applicant or Partner or Sponsor or FReD/Fund (search existing) | Search | 5 | **Create New Agreement**

Agreement #/Title	Agreement Type	Agreement Status	Expiry Date	Applicant Name
50000033 Sample MTA for training	Material Transfer Agreement (MTA)	Un-Submitted		Dr Adrianna >
50000032 Sample Data Transfer Agreement	Data Transfer Agreement	Un-Submitted		Dr Adrianna >

6. Click on the down-pointing arrow to generate the agreement type picklist
7. Select the type of agreement you would like to create



8. Click on the Create button



You are now on the first page of the agreement. You can navigate to the other screens by clicking on

9. the **Next** or **Previous** buttons, or
10. the relevant title in the section menu
11. When you have completed the agreement, go to the last section, Undertaking Submit to submit your agreement.

Original 50000034 Dr Adrianna Su Contact Help Desk

Details Page Help 9 Next

Material Transfer Agreement (MTA)

\*Title:

\*Direction:

\*Anticipated Effective Date:

\*Anticipated Expiry Date:

Agreement Status: Un-Submitted

Agreement Document Status: Initial

10 Collaborators

11 Undertaking Submit

## VPRI Contact

**RAISE Helpdesk**  
416-946-5000  
[raise@utoronto.ca](mailto:raise@utoronto.ca)