

How Do I View Or Continue Working On An Agreement Document After I Have Created It?

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**.

The screenshot shows the 'Administrative Web Services' page. At the top, there is a warning: 'To protect the security of your data, this application will automatically terminate in 03:55:25. Unsaved work will be lost.' Below this, there are navigation tabs: 'Welcome', 'Inbox', and 'My Research'. The 'My Research' tab is selected, indicated by arrow 1. Underneath, there are sub-tabs: 'Inbox', 'Applications & Agreements', 'In Line', 'Human Ethics Protocols', and 'Animal Protocols'. The 'Applications & Agreements' tab is selected, indicated by arrow 2. A breadcrumb trail shows 'My Research > Applications & Agreements > RAISE Help Page'. On the left sidebar, there are several menu items: 'RAISE Help Page', 'Inbox', 'Funding Applications', 'Non-Funded Agreements' (circled in red and indicated by arrow 3), 'Search or Create My Agreements' (circled in red and indicated by arrow 4), 'Search My Non-Funded Collaborations', and 'Designate PI Assistant'. The main content area displays 'Help Desk Contact' information: Phone: 416 946 5000, Email: raise@utoronto.ca, and 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 **Agreement#** of the agreement you would like to get back into

The screenshot shows the 'My Research Agreements' page. At the top, there is a filter bar: 'Use Filter Bar to find existing documents: Show Filter Bar Filters Go [magnifying glass icon] [refresh icon] Contact Help Desk'. Below the filter bar, there is a search bar: 'Enter Title or Applicant or Partner or Sponsor or FReD/Fund (search existing)'. To the right of the search bar are icons for search, sort, and list view, and a 'Create New Agreement' button. Below the search bar is a table of agreements. The table has columns: 'Agreement #/Title', 'Agreement Type', 'Agreement Status', 'Expiry Date', and 'Applicant Name'. The first row is circled in red and indicated by arrow 5. The table contains the following data:

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 **Agreement Document Number** you'd like to access

50000033 : Sample MTA for training

Confidential Disclosure Agreement Expiry Date: Contact Help Desk
 Mr Acad Tester Effective Date:

Un-Submitted

Agreement Documents

Type	Number	Status	Direction	Effective Date	Expiry Date	Executed Attachment
Original	10	6				

- You are now back into the detailed view of the agreement document. If it has not yet been submitted, you may edit and/or submit it.

Sample MTA for training Original 10000148 Mr Acad Tester Contact Help Desk

Details

Material Transfer Agreement (MTA)

*Title:

*Direction:

*Anticipated Effective Date:

*Anticipated Expiry Date:

Agreement Status: Un-Submitted

Agreement Document Status: Initial

Additional Details of Agreement

Creation Date: Jul 5, 2019
 Submit Date:
 Effective Date:
 Expiry Date:
 Execution Date:
 Update Date: Jul 5, 2019

Notes (0)

Delete Save Validate Send to Assistant Next

VPRI Contact

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