

Guidelines Regarding Eligibility to be a Principal Investigator (PI) at the University of Toronto

January 19, 2023

My Research Applications and Agreements (MRA) is an automated system for internal review and endorsement of research funding applications and requests for non-funded research agreements, such as Material Transfer Agreements (MTA) and Non Disclosure Agreements (NDA). Applications are submitted on-line and flow through a defined electronic review and approval process.

Applicants are encouraged to login to the MRA system well in advance of the application submission deadline to ensure that there are no problems with access or login credentials. The information in the on-line form will be automatically routed to the appropriate internal approvers for review and endorsement.

Access to the MRA system follows the University of Toronto Principal Investigator (PI) [detailed eligibility requirements table, below](#).

Tenure Stream Faculty

Tenure stream faculty are automatically eligible to serve as PIs and have access to MRA upon appointment.

Professoriate Non Tenure Stream Faculty

Professoriate non tenure stream faculty are automatically eligible to serve as PIs and have access to MRA upon appointment. In the case of part-time or CLTA applicants, it is important that the unit head consider the appointment period, potential appointment renewals, and the potential grant end date before approving the application on MRA.

Teaching Stream Faculty

All teaching stream faculty are eligible to serve as PIs and have access to MRA upon appointment, however, it is important to ensure that the faculty member and the unit head have reflected on the unique role of teaching stream faculty within the University and how the proposed project relates to that role and the faculty member's assigned workload. MRA submissions from teaching stream faculty are automatically escalated to the Dean's Office (St. George) or Principal's Office (UTM and UTSC) for approval

Status Only (Professorial rank)

Faculty with a professorial rank and a status only appointment at U of T (e.g., scientist paid by an affiliated hospital) are eligible, however, the funding application should be submitted through the primary appointment at the affiliated institution in accordance with the affiliation agreement, unless the sponsor does not permit the affiliated institution to hold the funding.

A status only faculty member intending to apply for research support through the University must submit a request for MRA access to raise@utoronto.ca at least 2 days in advance of submission to have an account created. The request must include the following information:

- Name of the faculty member
- Name of U of T unit in which the faculty member holds their primary academic appointment
- U of T personnel number OR U of T email address of the faculty member

Librarians

Librarians at all ranks are eligible to serve as PIs and have access to MRA upon appointment. MRA submissions from librarians are automatically escalated to the Office of the Chief Librarian, Dean's Office (St. George), or Principal's Office (UTM and UTSC) for approval.

Emeritus Faculty Members

Emeritus Faculty members are eligible with the authorization of their unit head. The Chair/Director or Dean (non-departmentalized faculties) of the unit through which the emeritus faculty member intends to apply for research support must submit a request for MRA access to raise@utoronto.ca at least 2 days in advance of submission to have the MRA account created. The request must include the following information:

- Name of the emeritus faculty member
- Personnel number OR U of T email address of the emeritus faculty member
- Unit name through which the faculty member holds the emeritus appointment
- Confirmation of Unit Head support for the request

Clinical Faculty

Clinical faculty appointed under the Policy for Clinical Faculty or individuals who are employed at an affiliated institution (such as an affiliated teaching hospital) and hold a corresponding unpaid appointment at the University are eligible (apart from Clinical Adjuncts), however, the funding application should be submitted through the primary appointment at the affiliated institution in accordance with the affiliation agreement, unless the sponsor does not permit the affiliated institution to hold the funding.

A clinical faculty member intending to apply for research support through the University must submit a request for MRA access to raise@utoronto.ca at least 2 days in advance of submission to have an account created. The request must include the following information:

- Name of the faculty member
- Name of U of T unit in which the faculty member holds their primary academic appointment
- U of T Personnel number OR U of T email address of the faculty member

University of Toronto Eligibility: Principal Investigator (PI)

Category	Rank / Appointment	Tenure / Continuing Status	PI Eligibility as per Provost
Tenure Stream	Full Professor	Tenured	Yes
	Associate Professor	Tenured or tenure stream	Yes
	Assistant Professor	Tenure stream	Yes
	Assistant Professor Conditional	Pre-tenure stream	Yes
Professoriate Non Tenure Stream (Part-time and CLTA Faculty)	Full Professor	Non tenure stream	Yes
	Associate Professor	Non tenure stream	Yes
	Assistant Professor	Non tenure stream	Yes
	Assistant Professor Conditional	Non tenure stream	Yes
Teaching Stream Continuing	Professor, Teaching Stream	Continuing status	Yes*
	Associate Professor, Teaching Stream	Continuing status	Yes*
	Assistant Professor, Teaching Stream	Pre-continuing status	Yes*
	Assistant Professor, Teaching Stream (Conditional)	Pre-continuing status	Yes*
Teaching Stream Non-continuing (Part-time and CLTA Faculty)	All ranks (as above)	Non continuing stream	Yes*
Other Academics	Status only (professorial rank) e.g., hospital-paid scientists	Non tenure stream	Yes - with approval of unit head via MRA**
	Lecturer (Medicine Stat Only)	Non tenure stream	Case by case ²
	Instructor (Medicine Stat Only)	Non tenure stream	Case by case ²
	Sr. Athletics Instructor	Non tenure stream	No
	Athletics Instructor	Non tenure stream	No
	ICS Instructor	Non tenure stream	No
Librarians	All ranks		Yes*
Other	Visiting		No***
	Sessional Lecturer		No
	Administrative Staff		No
	Adjunct		Co-I only ****
	Emeritus		Case by case ¹
	Research Associate		No
	Senior Research Associate		Co-I only ****
	Post Doctoral Fellows		No
	President/VP/Provost		Yes - if hold academic appt
Clinical Appointments	Full-time Clinical - Professorial		Yes**
	Full-time Clinical - Lecturer		Yes**
	Part-time Clinical - Professorial		Yes**
	Part-time Clinical - Lecturer		Yes**
	Clinical Adjunct		No

* Provided the proposed research activities are consistent with the assigned workload and responsibilities for their role

** Expectation that research be led through their primary appointment at the affiliated institution in accordance

with the affiliation agreement, unless the sponsor does not permit the affiliated institution to hold funding

*** In rare cases may be eligible based on underlying eligible academic appointment

**** Co-Investigators - participate in the research (but not as a *Co-Principal*)

Case by Case Approval Type

1. Follow procedures for [Emeritus faculty, \(page 2\)](#).
2. Contact the Helpdesk at raise@utoronto.ca for instructions on how to secure approval from VPFAL to gain access to MRA.