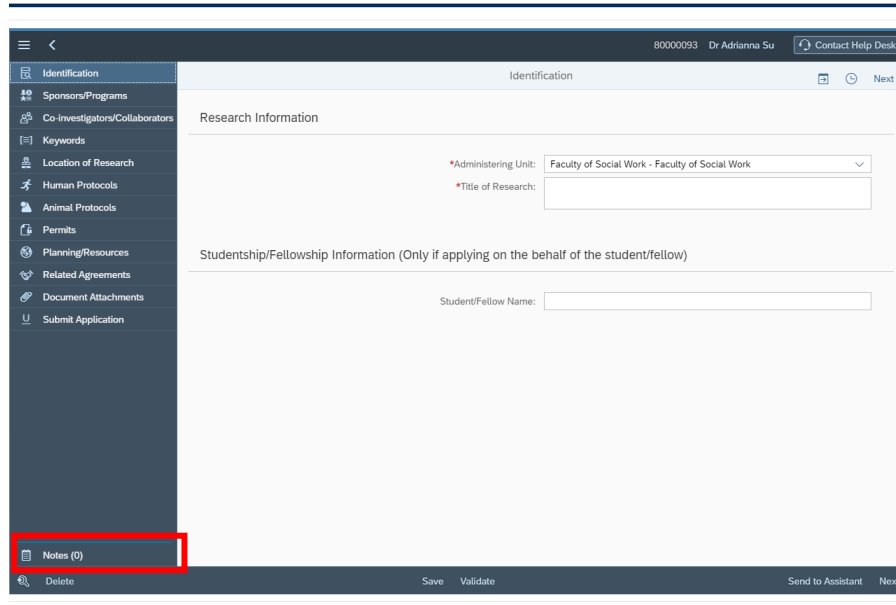
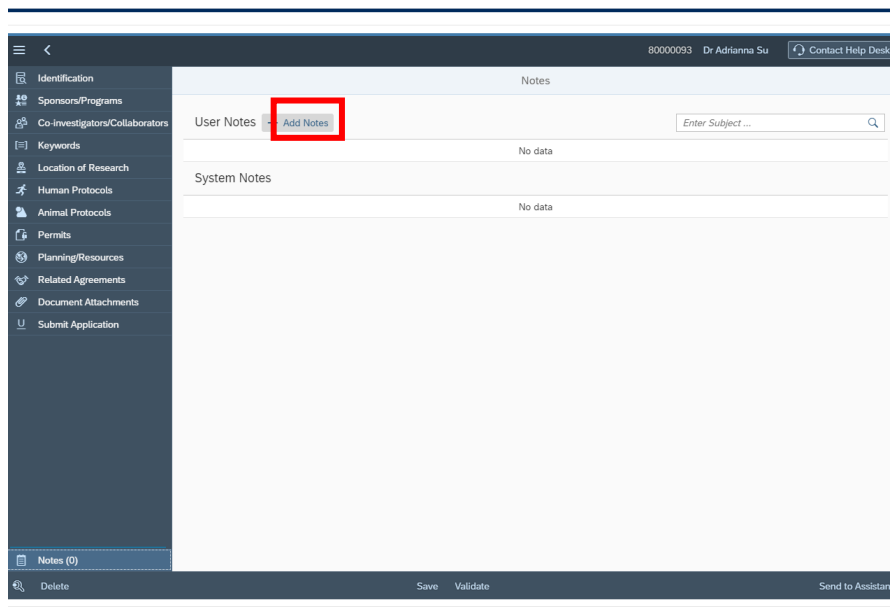


## My Research Applications & Agreements (MRA) Tip Sheet: Adding Notes Feature

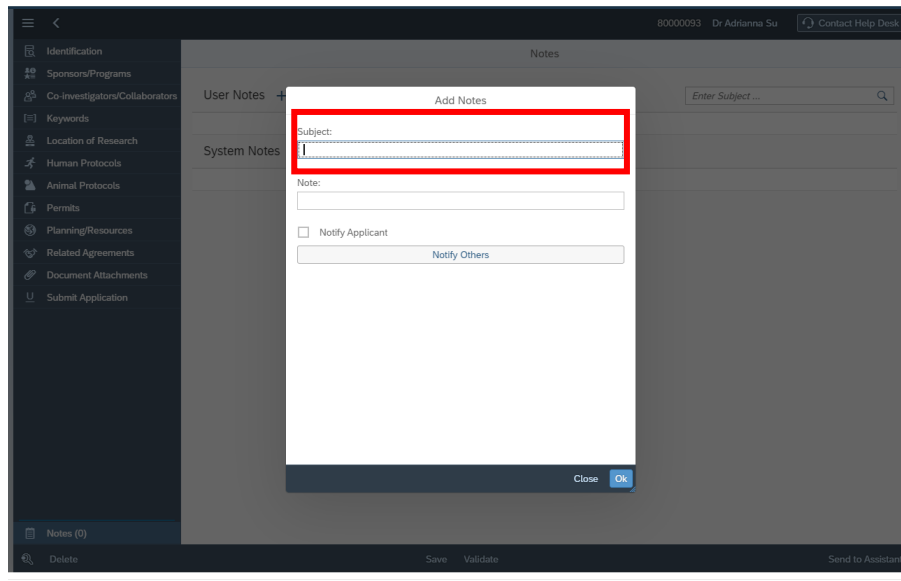
1. Users may add notes before and/or after submitting a funding application by clicking the "Notes" button in the application record. The note will be saved permanently on the application record.



2. To add a user note, click "Add Notes".

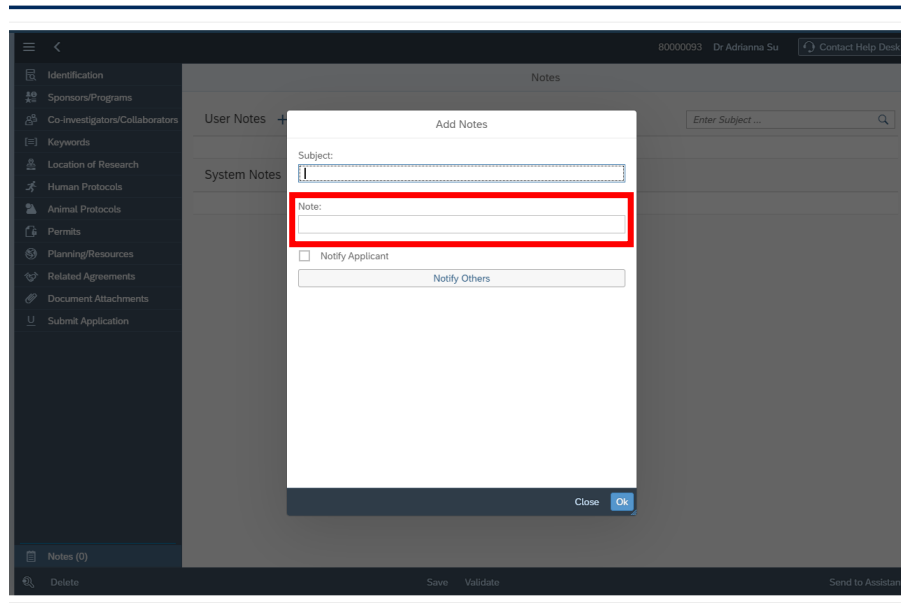


### 3. Enter the subject in the Subject Field.



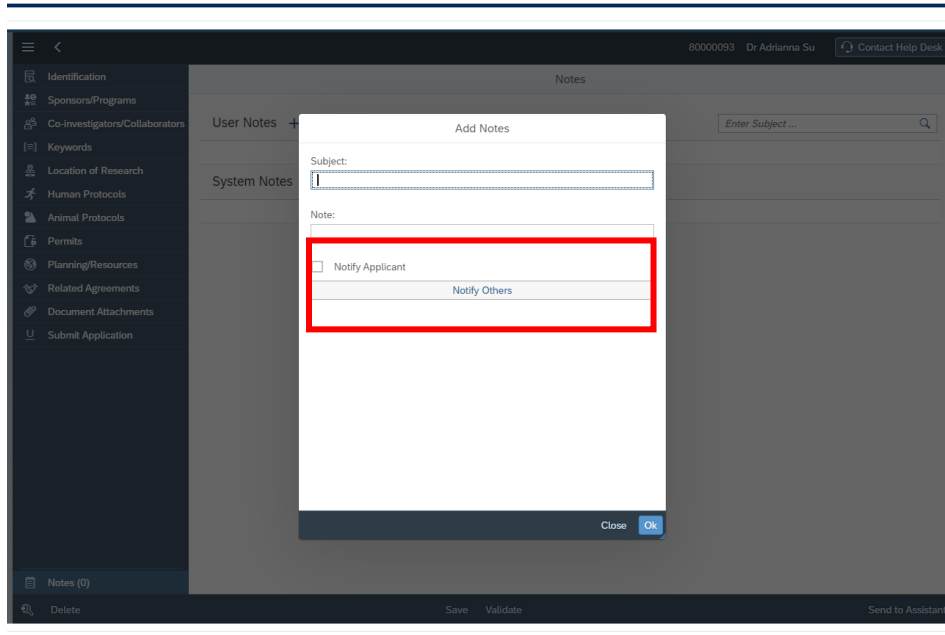
The screenshot shows a mobile application interface for adding notes. A modal dialog box titled "Add Notes" is open, displaying a "Subject" text input field with a red border. Below it is a "Note:" text area, a checkbox for "Notify Applicant", and a "Notify Others" button. The background shows a sidebar menu with options like "Identification", "Sponsors/Programs", and "Keywords".

### 4. Enter the note in the Note Field.

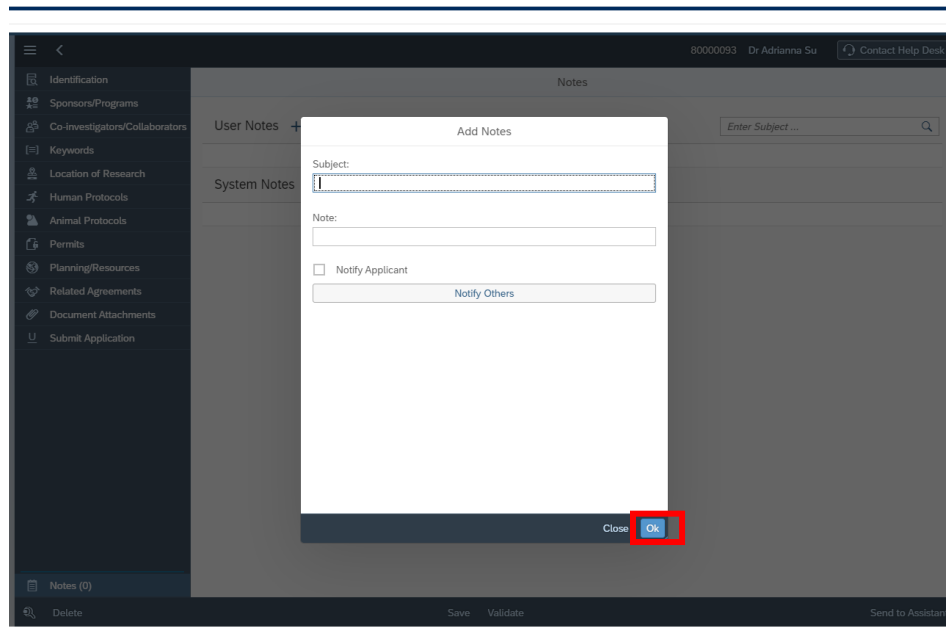


This screenshot is identical to the previous one, but the "Note:" text area is now highlighted with a red border, indicating the next step in the process.

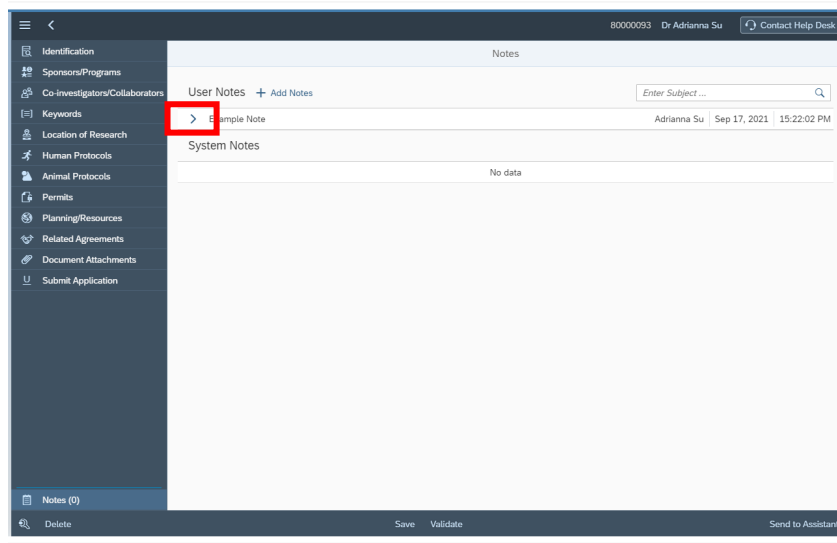
5. Users reviewing the funding application may add notes and choose to notify the applicant or other users.



6. Click Ok to add the note.



7. To view the note, click the drop-down arrow next to the note title.



For questions on My Research Applications & Agreements (MRA), please reach out to the RAISE Help Desk:

- By Email: [raise@utoronto.ca](mailto:raise@utoronto.ca)
- By Phone: (416) 946-5000