

My Research Applications & Agreements (MRA) Tip Sheet: PI & PIA Interaction

- 1. PIs may designate PI Assistants to create and/or complete funding applications. Only appointed University of Toronto staff may be designated as a PI Assistant. To review the steps for designating PI Assistants, please visit VPRI's "My Research Applications & Agreements (MRA)" webpage.
- 2. Both PIs and PI Assistants can create a new application, however only PIs can agree to the undertaking and submit the application for approval.

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AR Num/Title	RIS #	Sponsor/Program	Status	Approvers	Status Date	PI Submit Date	PI Name	Student Name
80000094			Reclaimed from PI Assistant by PI	Adrianna Su	Sep 20, 2021		Dr Adrianna Su	>
80000093			Initial		Sep 17, 2021		Dr Adrianna Su	>
80000092		Natural Sciences and Engineering Research Council (NSERC)/test nserc	Initial		Sep 17, 2021		Dr Adrianna Su	>
80000091 test	216321	Canadian Institutes of Health Research (CIHR)/Project Scheme	Submitted by PI	Dexter Rommell Voisin David Brennan	Sep 17, 2021	Sep 17, 2021	Dr Adrianna Su	>
80000090 title			Saved by PI		Sep 17, 2021		Dr Adrianna Su	>
88000088			Initial		Sep 16, 2021		Dr Adrianna Su	>
80000085		Example Sponsor	Initial		Sep 15, 2021		Dr Adrianna Su	>
80000084			Initial		Sep 14, 2021		Dr Adrianna Su	>



3. If a PI Assistant creates a new application, they must first select the PI for the application by clicking this button.

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0	80000078 Sample for Lee		Se	elect Application Use	n	na Su	Sep 15, 2021		Dr Adrianna Su	
0	80000074 test application		change/name	Select PI		Day	Sep 8, 2021		Dr Agnus Day	
0	80000056 copy and update protocols	216307	Canadian Institutes of Health Scheme		Close	Create	Sep 1, 2021	Sep 1, 2021	Dr Agnus Day	
0	80000055 updating RIS with protocols/permits	216306	Natural Sciences and Engineering R (NSERC)/Discovery Grants (Individu Project)	Research Council Jal, Team &	Approved by Uni - Submitted to Sponsor		Sep 1, 2021	Sep 1, 2021	Dr Agnus Day	
0	80000042 OH?	216303	Natural Sciences & Engineering/NSE Post-Graduate Scholarship (Comp)	ERC Industrial	Under Review by University Approver	Nadia Saracoglu	Sep 2, 2021	Sep 1, 2021	Dr Adrianna Su	
0	80000041		Natural Sciences and Engineering R (NSERC)/Discovery Grants (Individu Project)	tesearch Council Ial, Team &	Initial		Sep 14, 2021		Dr Agnus Day	

4. To select the PI, click on the PI name.

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0	80000074 test application		change/name				Day	Sep 8, 2021		Dr Agnus Day		
0	8000056 copy and update protocols	216307	Canadian Institutes of Health R Scheme					Sep 1, 2021	Sep 1, 2021	Dr Agnus Day		
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5. Click "Create" to create the new application.

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Sample for Lee	Application User: Dr Agnus Day	na Su	Sep 15, 2021	Dr Adrianna Su
O 80000074 test application	change/name	Day	Sep 8, 2021	Dr Agnus Day
copy and update protocols 21630	7 Canadian Institutes of Health Research (CIHR)/Project Scheme	Application Withdrawn by Pl	Sep 1, 2021 Sep 1, 2021	Dr Agnus Day
0 80000055 21630 updating RIS with protocols/permits	Natural Sciences and Engineering Research Council (NSERC)/Discovery Grants (Individual, Team & Project)	Approved by Uni - Submitted to Sponsor	Sep 1, 2021 Sep 1, 2021	Dr Agnus Day
O 80000042 21630 0H?	3 Natural Sciences & Engineering/NSERC Industrial Post-Graduate Scholarship (Comp)	Under Review by University Approver Nadia Saracoglu	Sep 2, 2021 Sep 1, 2021	Dr Adrianna Su
0 80000041	Natural Sciences and Engineering Research Council (NSERC)/Discovery Grants (Individual, Team &	Initial	Sep 14, 2021	Dr Agnus Day >

6. PI Assistants may send the application the PI at any point by clicking the "Send to PI" button.

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*	Human Protocols	*Title of Research:			
2	Animal Protocols				
G	Permits				
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Ø	Document Attachments	Student/Fellow Name:			
<u>U</u>	Submit Application				
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7. Click "Yes" to confirm.

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		Studentship/Fellowship Information (Only if applying on the behalf of the student/fellow)	
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8. PI Assistants are asked to enter a note prior to sending the application to the PI.

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9. Click "Ok" to add the note and send the application to the PI.

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10. PIs may send applications to their designated PI Assistants by clicking the "Send to Assistant" button.

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8	Location of Research	*Administering Unit: Faculty of S	ocial Work - Faculty of Social Work	~	
<i>z</i> f	Human Protocols	*Title of Research:			
2	Animal Protocols				
G	Permits				
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Ø	Document Attachments	Student/Fellow Name:			
<u>U</u>	Submit Application				
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## 11.Click "Yes" to confirm

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	Studentship/Fellowship Information (Only if applying on the behalf of the student/fellow)		
	i Send to Assistant		
	Are you sure you want to send this application to Assistant?		
	Close Yes		
	Save Validate	Send to Assistant	Next

12. The Select Assistant Window lists the PI's designated PI Assistants.



13. PIs should select the deadline date for PI Assistants to complete and return the application. If the PI Assistant does not send the application before the set deadline date, the application will be automatically returned to the PI.



14. You may select the date by clicking the calendar icon.





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## 15.Click the radio button to select the PI Assistant.

## 16.Click "Ok" to send the application to the PI Assistant.





17.PIs may reclaim the application from the PI Assistant at any point by clicking the "Reclaim" button. Tip: You may need to refresh the page to see the "Reclaim" button after sending an application to your assistant.

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

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