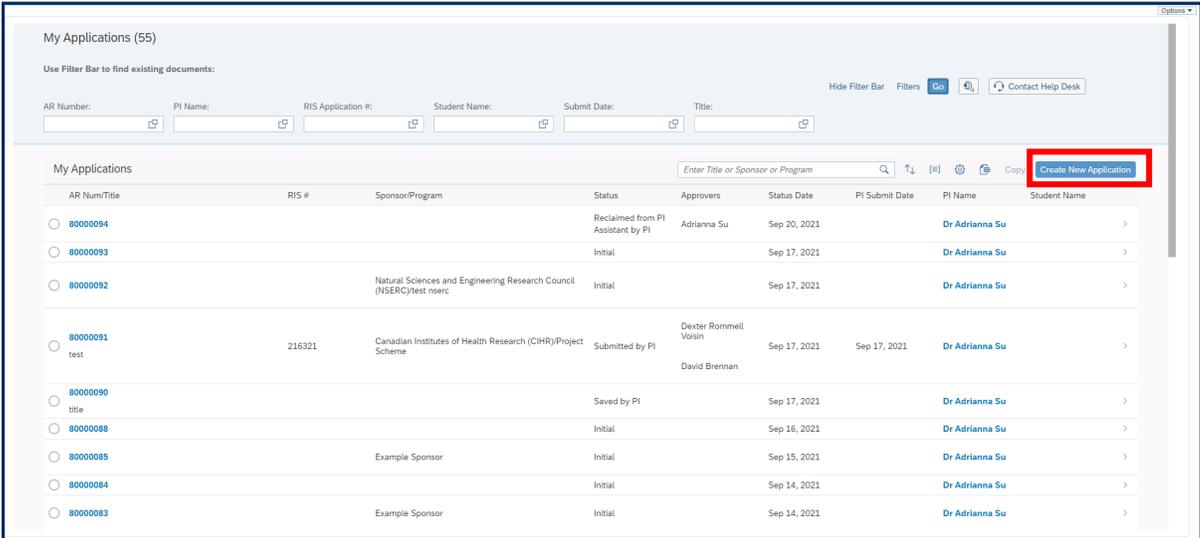


## My Research Applications & Agreements (MRA) Tip Sheet: PI & PIA Interaction

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.



My Applications (55)

Use Filter Bar to find existing documents:

AR Number: PI Name: RIS Application #: Student Name: Submit Date: Title: Hide Filter Bar Filters Go Contact Help Desk

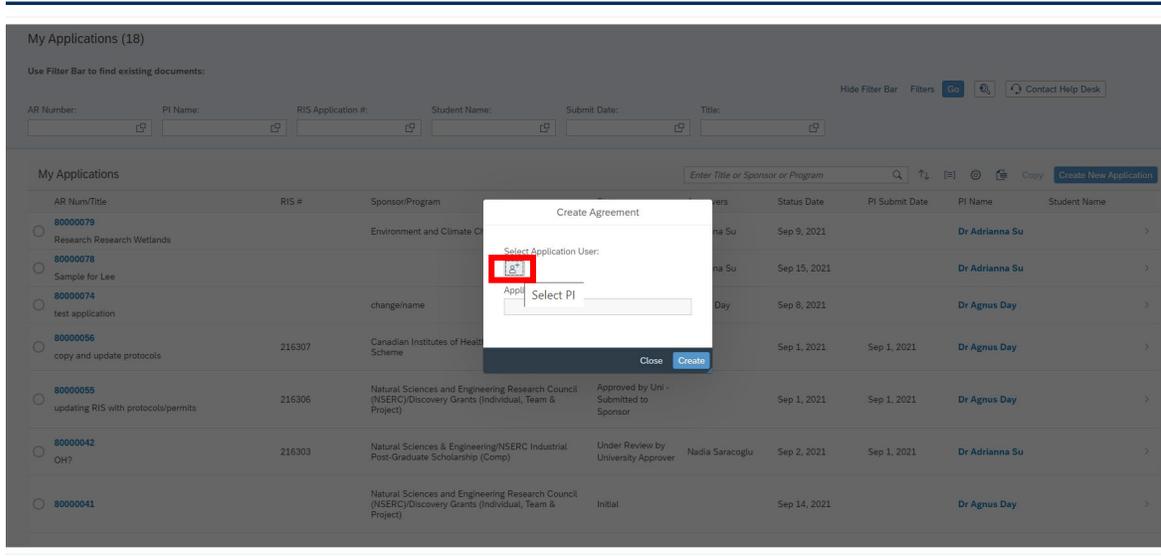
My Applications

Enter Title or Sponsor or Program

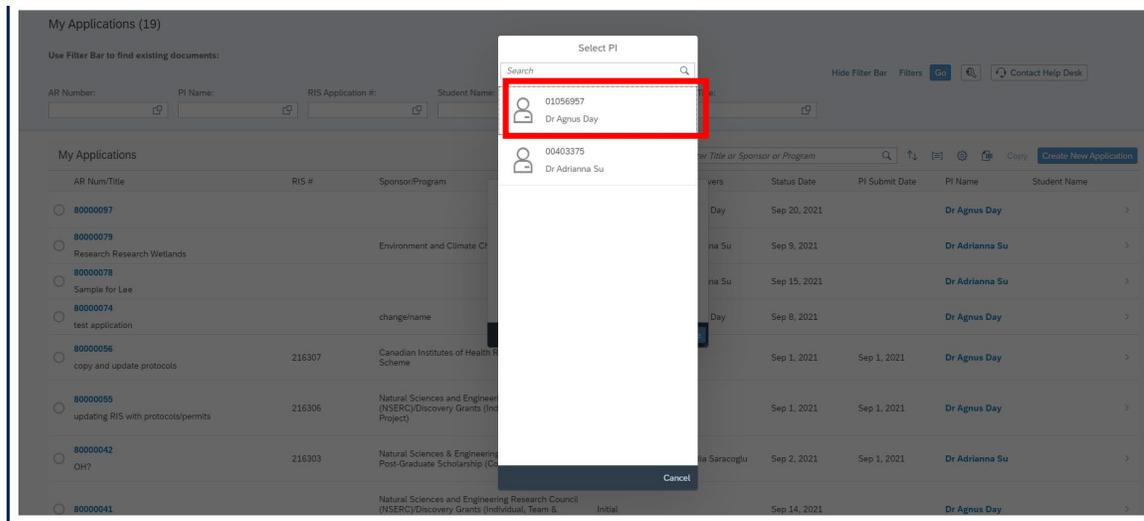
Create New Application

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 Voina David Brennan	Sep 17, 2021	Sep 17, 2021	Dr Adrianna Su	
80000090 title			Saved by PI		Sep 17, 2021		Dr Adrianna Su	
80000088			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	
80000083		Example Sponsor	Initial		Sep 14, 2021		Dr Adrianna Su	

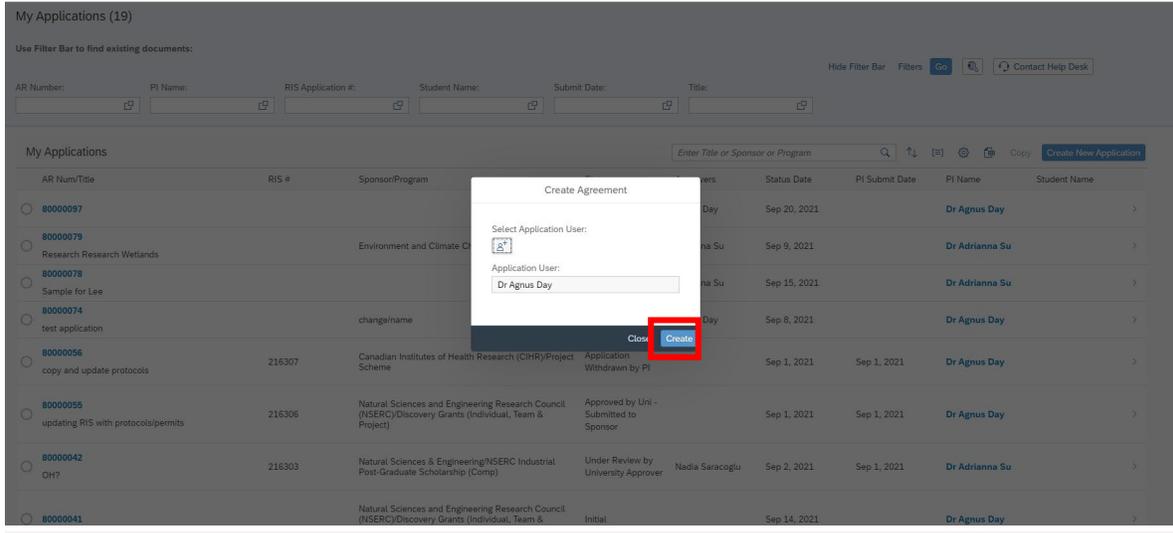
- If a PI Assistant creates a new application, they must first select the PI for the application by clicking this button.



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

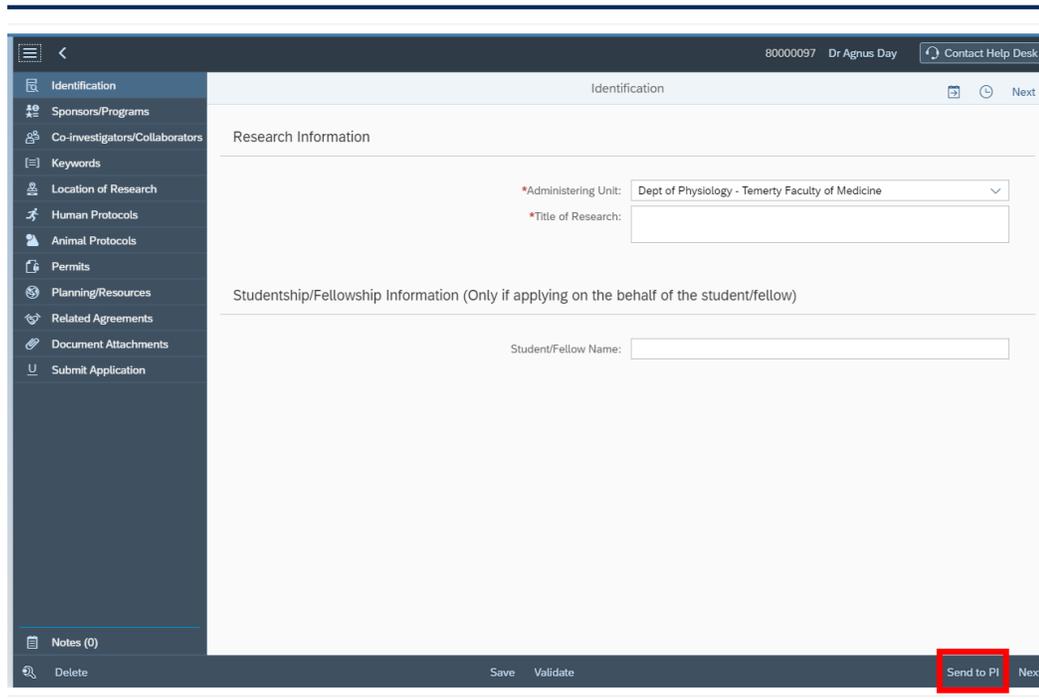


5. Click "Create" to create the new application.



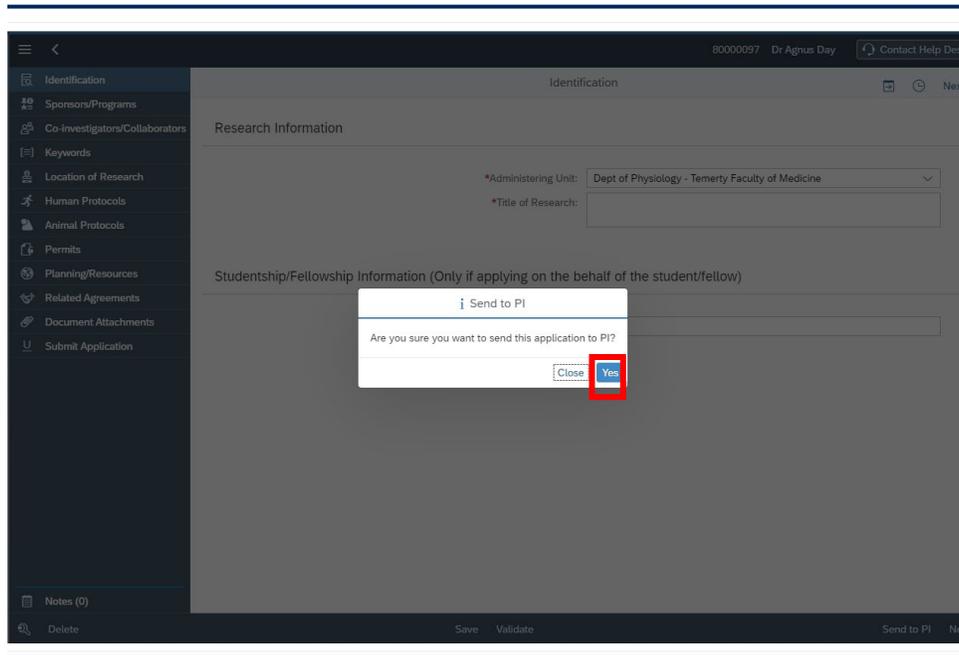
The screenshot shows the 'My Applications (19)' dashboard. A modal window titled 'Create Agreement' is open, displaying a 'Select Application User:' dropdown menu with 'Dr Agnus Day' selected. Below the dropdown is an 'Application User:' input field containing 'Dr Agnus Day'. A red box highlights the 'Create' button at the bottom right of the modal. The background shows a table of applications with columns for AR Num/Title, RIS #, Sponsor/Program, Status, PI Submit Date, PI Name, and Student Name.

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

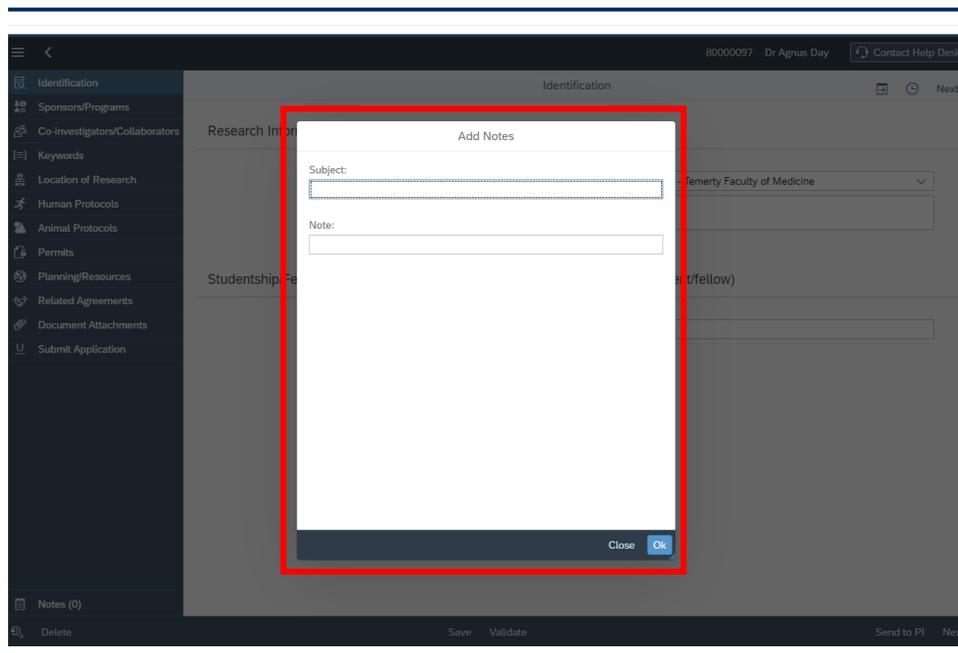


The screenshot shows the application details page for application 80000097 by Dr Agnus Day. The page has a sidebar menu on the left with options like Identification, Sponsors/Programs, Co-investigators/Collaborators, Keywords, Location of Research, Human Protocols, Animal Protocols, Permits, Planning/Resources, Related Agreements, Document Attachments, and Submit Application. The main content area is titled 'Research Information' and includes fields for 'Administering Unit' (set to 'Dept of Physiology - Temerty Faculty of Medicine') and 'Title of Research'. Below this is a section for 'Studentship/Fellowship Information' with a 'Student/Fellow Name' field. At the bottom right, the 'Send to PI' button is highlighted with a red box. Other buttons at the bottom include 'Delete', 'Save', 'Validate', and 'Next'.

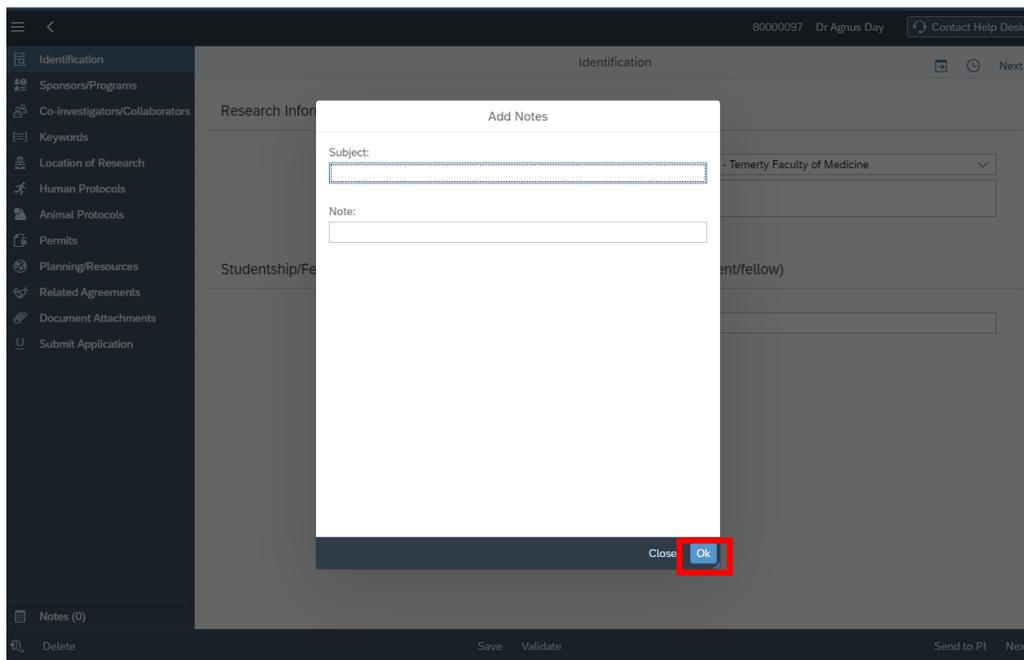
7. Click "Yes" to confirm.



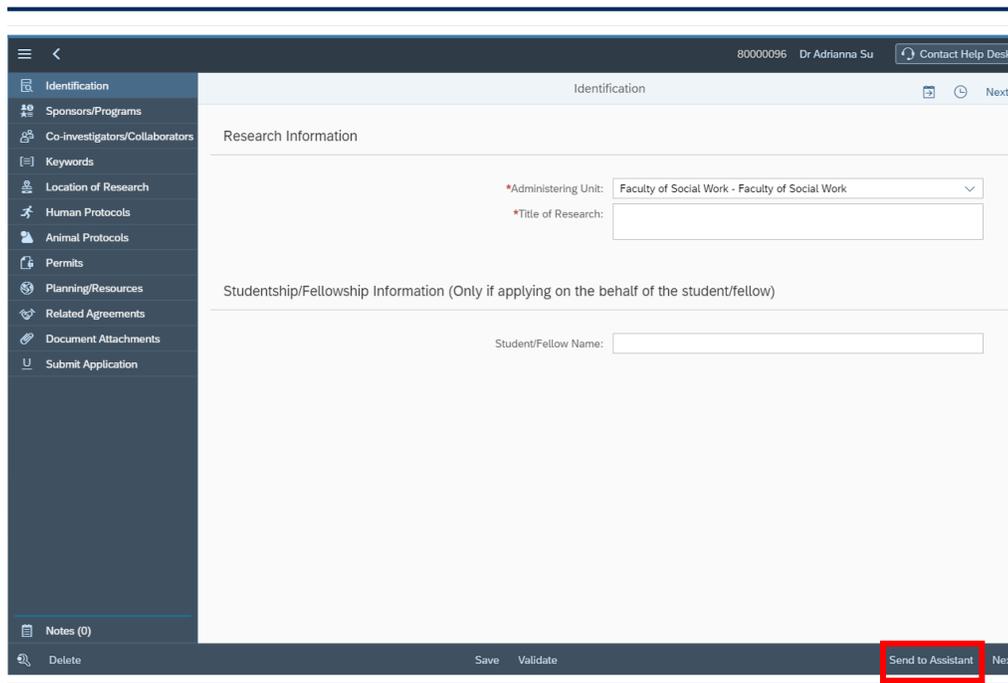
8. PI Assistants are asked to enter a note prior to sending the application to the PI.



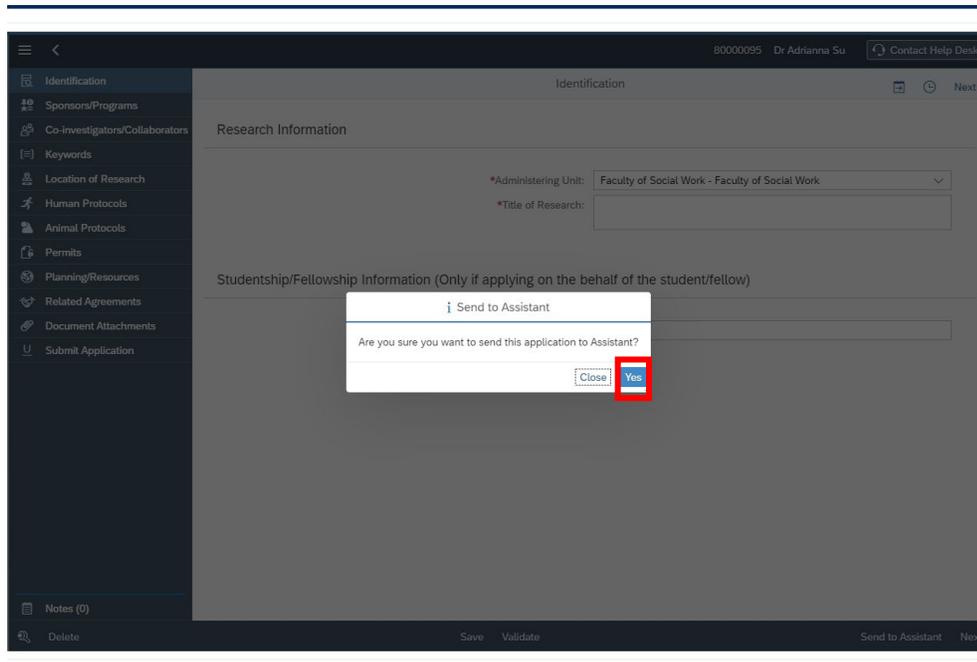
9. Click "Ok" to add the note and send the application to the PI.



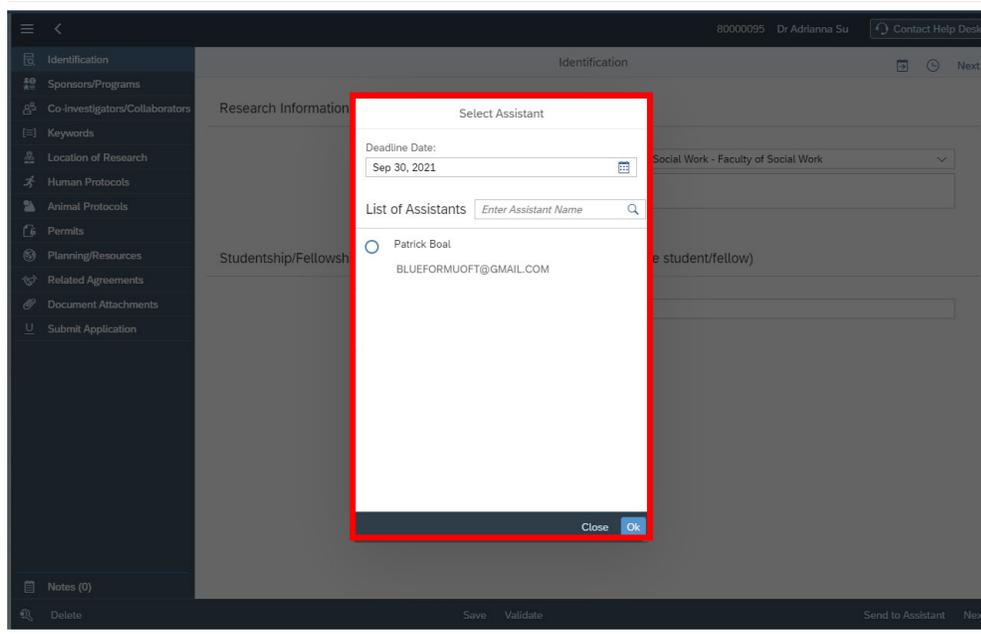
10. PIs may send applications to their designated PI Assistants by clicking the "Send to Assistant" button.



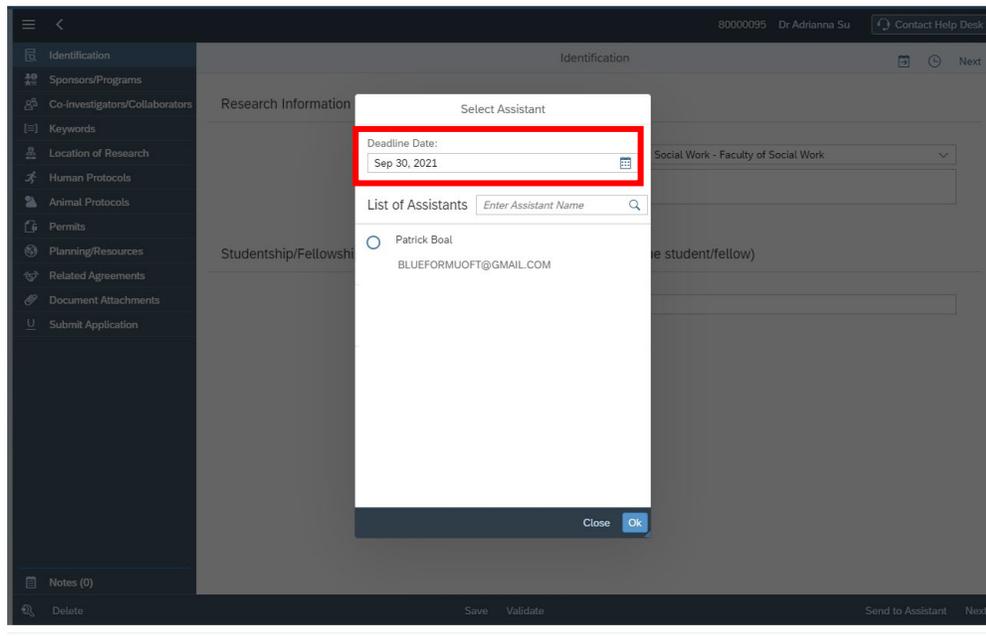
### 11. Click "Yes" to confirm



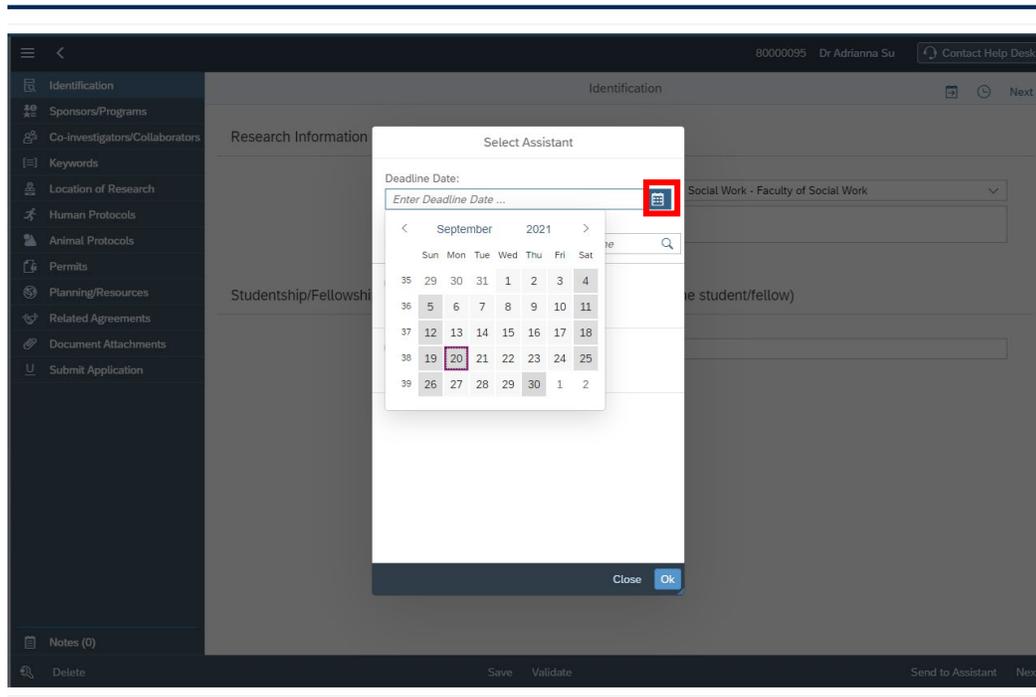
### 12. The Select Assistant Window lists the PI's designated PI Assistants.



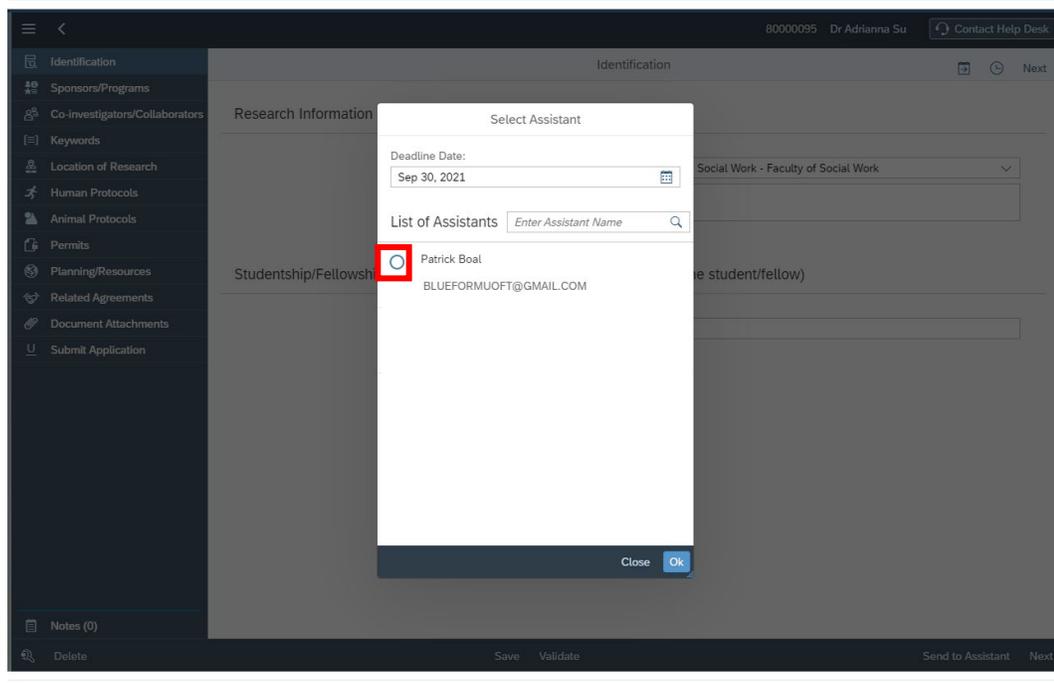
- PIs should select the deadline date for PI Assistants to complete and return the application. If the PI Assistant does not send the application before the set deadline date, the application will be automatically returned to the PI.



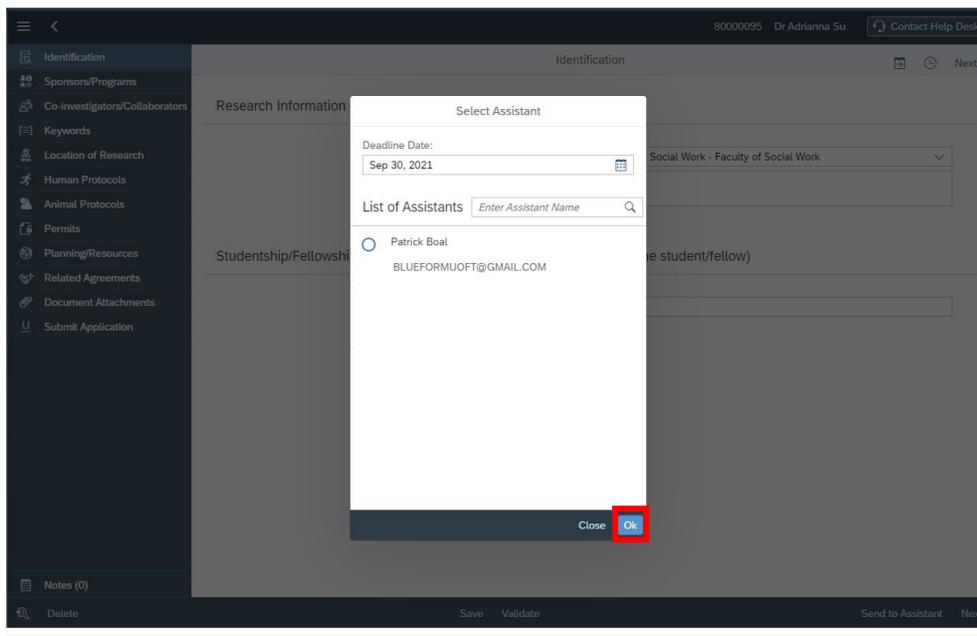
- You may select the date by clicking the calendar icon.



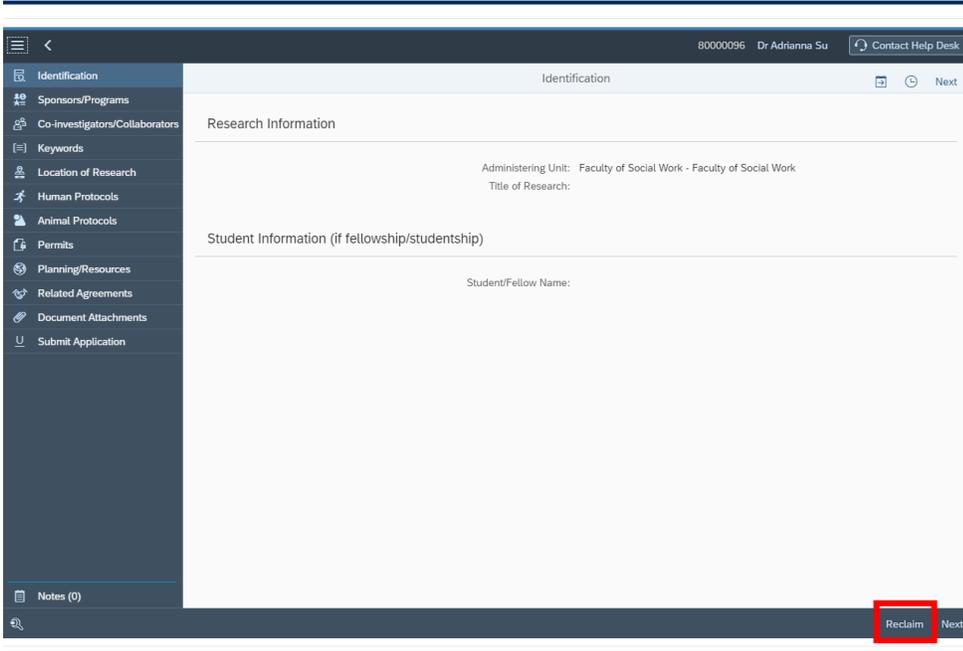
15. Click the radio button to select the PI Assistant.



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.



The screenshot displays the MRA application form interface. The left sidebar contains a navigation menu with the following items: Identification, Sponsors/Programs, Co-investigators/Collaborators, Keywords, Location of Research, Human Protocols, Animal Protocols, Permits, Planning/Resources, Related Agreements, Document Attachments, and Submit Application. The main content area is titled 'Identification' and includes sections for 'Research Information' (with fields for 'Administering Unit' and 'Title of Research') and 'Student Information (if fellowship/studentship)' (with a field for 'Student/Fellow Name'). At the bottom right of the form, a 'Reclaim' button is highlighted with a red box, and a 'Next' button is visible to its right. The top of the interface shows the user's ID '8000096' and name 'Dr. Adrianna Su', along with a 'Contact Help Desk' link.

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