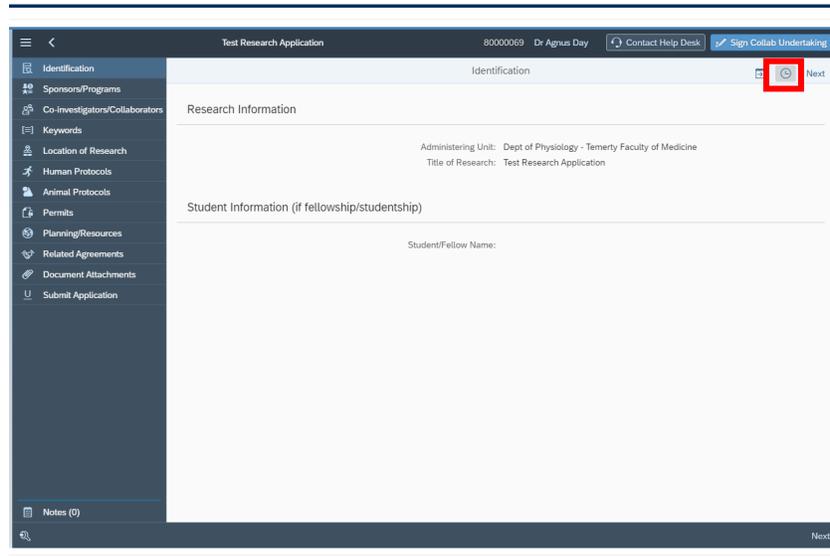
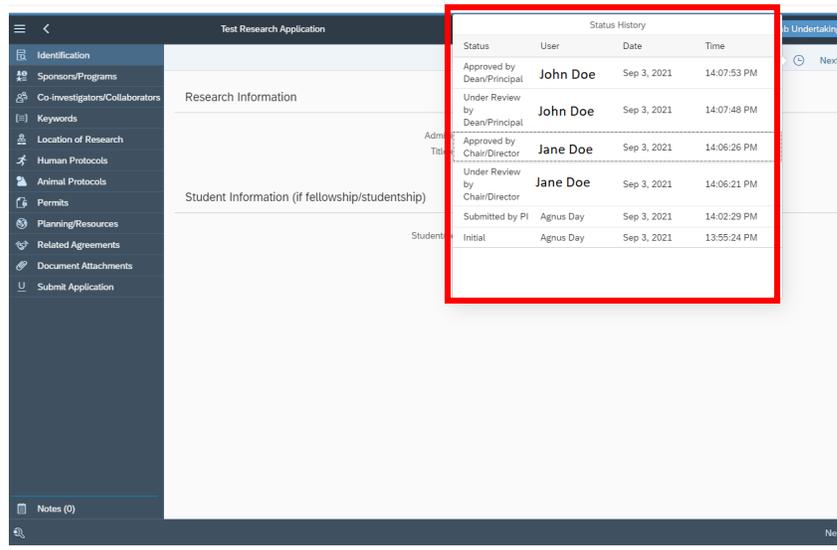


My Research Applications & Agreements (MRA) Tip Sheet: Status History & Workflow History Features

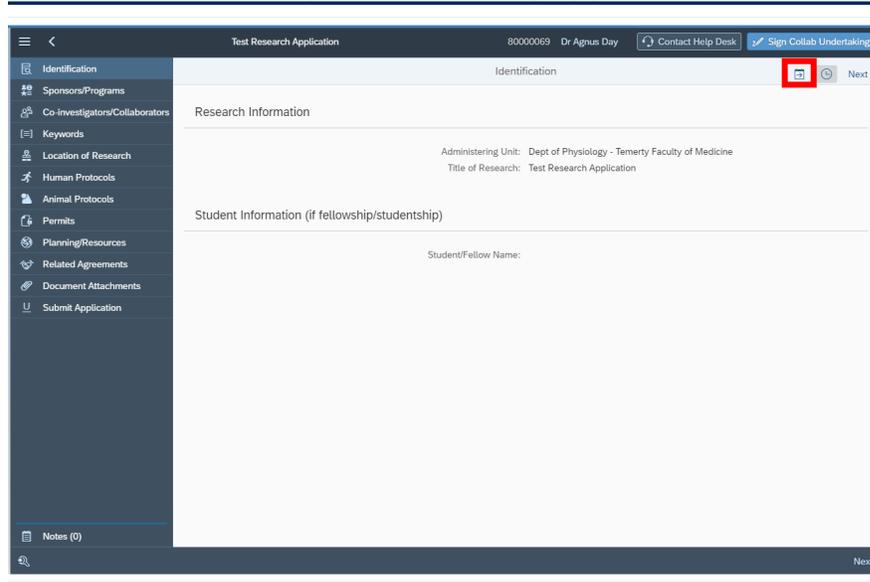
1. Click the Status History button  in the upper right-hand corner to view the full status history of the funding application.



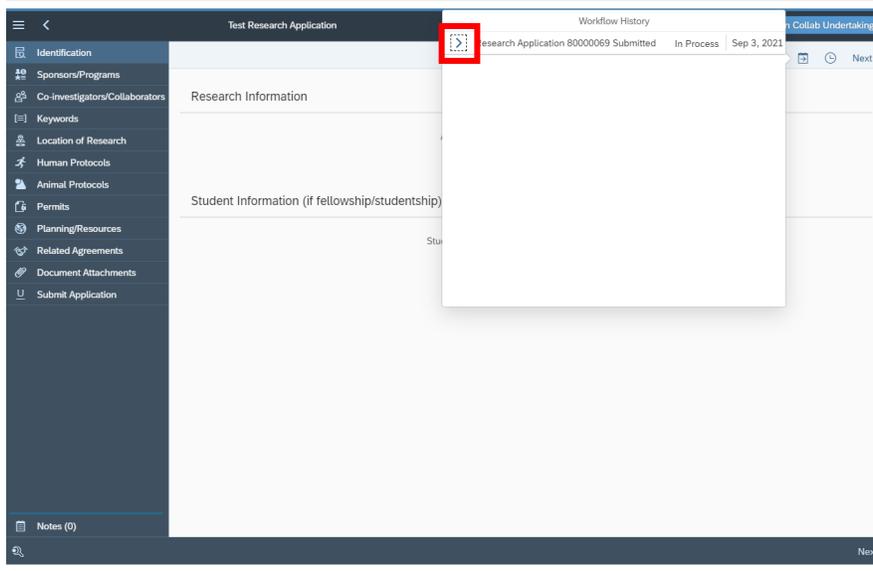
2. The status history displays a time-stamped record of changes to the MRA status. If the MRA is currently under review by an approver, the approver name will be displayed in the status history.



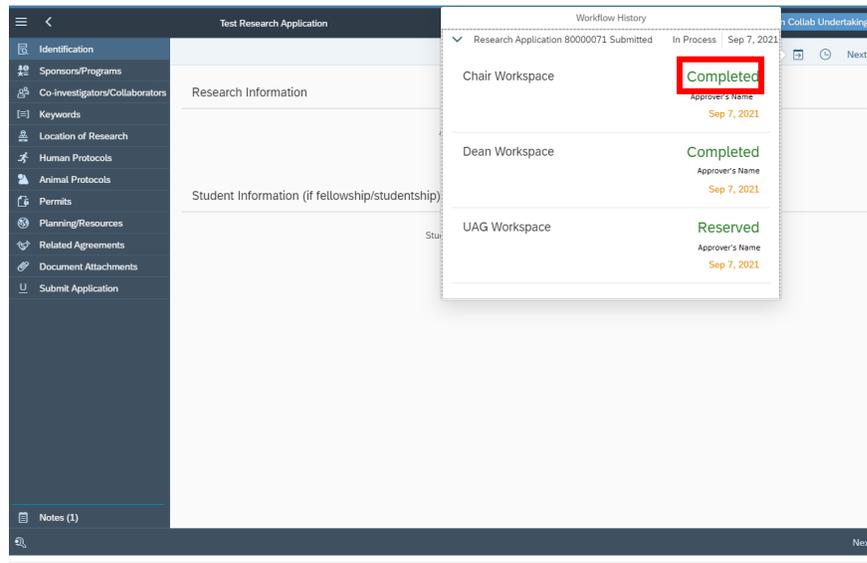
3. Click the Workflow History button  in the upper right-hand corner to view the full workflow history of the funding application.



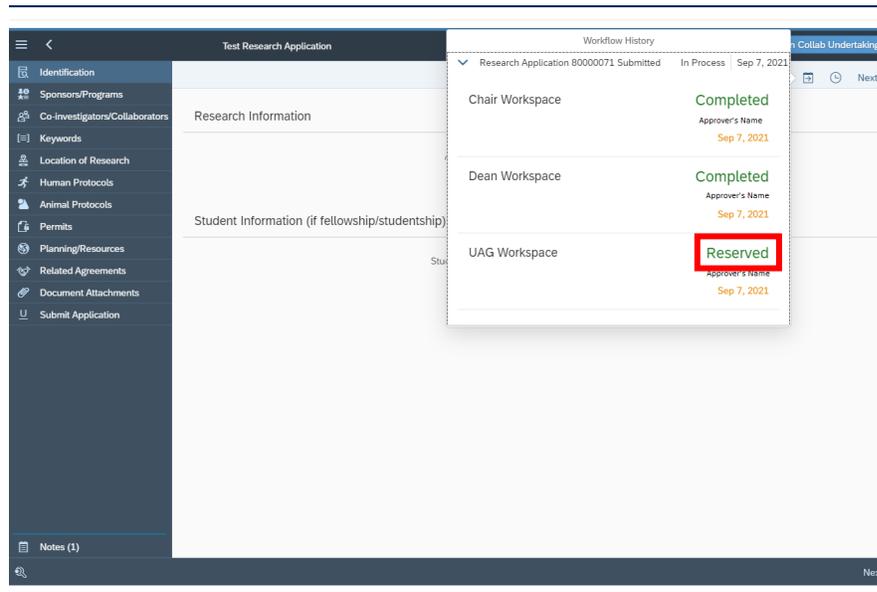
4. Click on the drop-down arrow to reveal the queue of applicable approver workspaces (e.g., Dean Workspace, UAG Workspace, etc.).



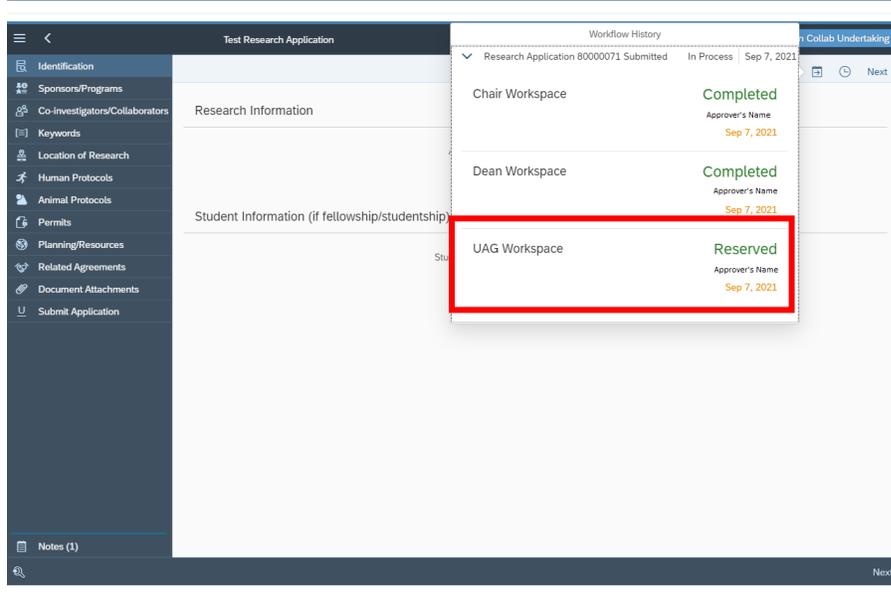
- If the green indicator beside the approver workspace displays "Completed", that means that the review task has been completed at that approval level.



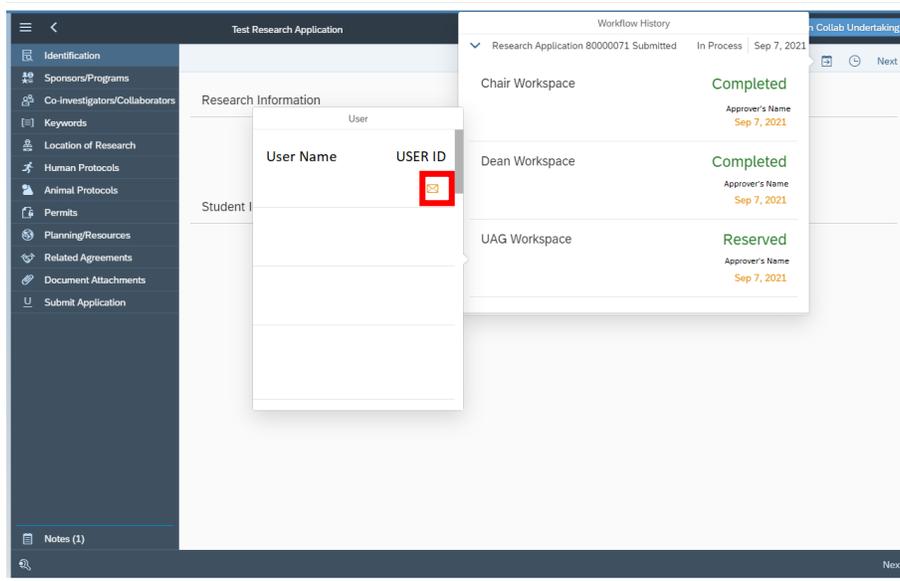
- If the green indicator beside the approver workspace displays "Reserved", this means that the application is currently under review at that approval level.



7. Clicking this box will reveal a pop-out list of any approver(s) in that approver workspace.



8. The orange envelope icon  will indicate the name of the approver who has claimed the review task.



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