

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.

=	✓ Test Research Application		[Status History			b Undertaking		
-	Identification		-	Status	User	Date	Time		
ta. ‡₽	Sponsors/Programs			Approved by Deen/Principal	John Doe	Sep 3, 2021	14:07:53 PM	$\geq \Theta$	Next
යි	Co-investigators/Collaborators	Research Information		Under Review					
[≡]	Keywords			by Dean/Principal	John Doe	Sep 3, 2021	14:07:48 PM		
≗	Location of Research		Admi Title	Approved by Chair/Director	Jane Doe	Sep 3, 2021	14:06:26 PM		
*	Human Protocols			Under Review				1	
2	Animal Protocols	Student Information (if fellowshin/studentshin)		by Chair/Director	Jane Doe	Sep 3, 2021	14:06:21 PM		
6	Permits		-	Submitted by PI	Agnus Day	Sep 3, 2021	14:02:29 PM	-	
ভ ক	Related Agreements	Stu	identi	Initial	Agnus Day	Sep 3, 2021	13:55:24 PM		
ø	Document Attachments								
U	Submit Application								
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3. Click the Workflow History button in the upper right-hand corner to view the full workflow history of the funding application.

≡	<	Test Research Application 80000069 Dr Agnus Day 🕥 Contact Help Desk 💅 Sign Collab Undertaking		
	Identification	Identification		
# Ө ★≘	Sponsors/Programs			
	Co-investigators/Collaborators	Research Information		
	Keywords			
	Location of Research	Administering Unit: Dept of Physiology - Temerty Faculty of Medicine		
	Human Protocols	nite of Research, Test Research Application		
2	Animal Protocols			
6	Permits	Student Information (if fellowship/studentship)		
9	Planning/Resources	Student/Fellow Name:		
Ť	Related Agreements			
Ø	Document Attachments			
	Submit Application			
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4. Click on the drop-down arrow to reveal the queue of applicable approver workspaces (e.g., Dean Workspace, UAG Workspace, etc.).





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

≡	<	Test Research Application	Workflow History			n Collab Undertaking			
	Identification		<ul> <li>Research Application 80000071 Submitted</li> </ul>	In Process Sep 7, 2021	-				
<b>‡</b> ₽	Sponsors/Programs		Chair Workspace	Completed	2	Give	EXI .		
	Co-investigators/Collaborators	Research Information	onun wontspace	Approver's Name					
	Keywords			Sep 7, 2021			-		
	Location of Research	-							
	Human Protocols		Dean Workspace	Completed					
2	Animal Protocols			Approver's Name					
G	Permits	Student Information (if fellowship/studentship)		36p 7, 2021					
	Planning/Resources	Carl	UAG Workspace	Reserved					
	Related Agreements	50		Approver's Name					
Ø	Document Attachments			Sep 7, 2021					
	Submit Application								
	Notes (1)								
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6. If the green indicator beside the approver workspace displays "Reserved", this means that the application is currently under review at that approval level.

≡	<	Test Research Application	Workflow History			n Collab Undertaking			
R	Identification		<ul> <li>Research Application 80000071 Submitted</li> </ul>	In Process Sep 7, 2021		0	Nevt		
* 문	Sponsors/Programs		Chair Workspace	Completed		G	NEAL		
දුප	Co-investigators/Collaborators	Research Information		Approver's Name					
[≡]	Keywords			Sep 7, 2021					
옾	Location of Research								
*	Human Protocols		Dean Workspace	Completed					
2	Animal Protocols			Sep 7, 2021					
G	Permits	Student Information (if fellowship/studentship)							
8	Planning/Resources	Shi	UAG Workspace	Reserved					
*	Related Agreements	500		Approver's Name					
Ø	Document Attachments			Sep 7, 2021					
브	Submit Application								
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7. Clicking this box will reveal a pop-out list of any approver(s) in that approver workspace.

≡	<	Test Research Application	Workflow History			n Collab Undertaking					
R	Identification		<ul> <li>Research Application 80000071 Submitted</li> </ul>	In Process Sep 7, 2021		(1)	Next				
ŧ₽	Sponsors/Programs		Chair Workspace	Completed	1	G	Next				
දුප	Co-investigators/Collaborators	Research Information		Approver's Name							
[=]	Keywords			Sep 7, 2021							
옾	Location of Research	· · · · · · · · · · · · · · · · · · ·	2								
*	Human Protocols		Dean workspace	Completed							
2	Animal Protocols	Student Information (if followship/studentship)		Sep 7, 2021							
6	Permits	Student mormation (in retrowship/studentship)									
89	Planning/Resources	Stu	UAG Workspace	Reserved							
**	Related Agreements			Approver's Name							
	Document Attachments			Sep 7, 2021							
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8. The orange envelope icon  $\bowtie$  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: <u>raise@utoronto.ca</u>
- By Phone: (416) 946-5000