

MRA – Funding Applications: Divisional Research Services Officer (DRSO) Access

Features of DRSO Role in MRA – Funding Applications

- Assigned to divisional research services officer by the Dean/Principal (or their alternate) or by the RAISE team at raise@utoronto.ca (with decanal approver copied on request to add role)
- Provides access to all MRAs on which the Principal Investigator (PI) or Co-Investigator (Co-I) has any appointment with the DRSO's faculty
- Enables DRSO to view all MRA contents, add notes, and upload document attachments
- Sends immediate email notification to DRSO when an MRA lands in the MRA inbox of the Dean and their alternate approvers, to allow for pre-review prior to approver(s) receiving the twice-daily (7AM and 4PM) notification of task awaiting their review

Notice of MRA Awaiting Decanal Review

When an MRA is sent to the Principal/Dean for approval, the following sample email will be sent automatically to the related DRSO(s):

SUBJECT: Application(s) for Review Oct 25, 2021 19:45:39 PM

Email Recipients:

Sent-to: DRSO Firstname Lastname <drsofirstname.lastname@utoronto.ca>

The following research application has been submitted for your review:

Application #: 00211233

Application Record #: 20000843

PI Name: Dr Agnus Day

Title: A very interesting topic

Sponsor/Program: Orchid Pharma Inc/Research Program

Please login to My Research Application System using Research Application System ID and Password at <https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/>

Applications awaiting your review may be accessed through the "Application Search" tab.

Main Steps for Reviewing as DRSO (see below for detailed steps)

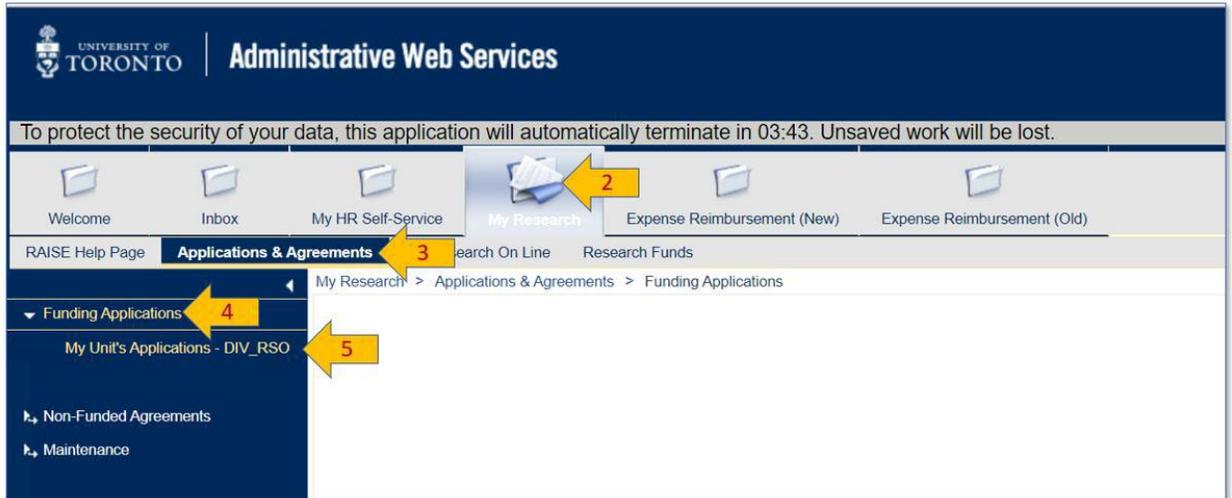
- Use the information from the email notification to look up the MRA
- Go to the My Unit's Application Search List and use the filter to retrieve the application e.g. application # or RIS #
- Review the application
- Enter any comments in the "Notes" and Notify the Vice Principal/Dean (note that whatever is entered in the Notes is visible to anyone who has access to the MRA, including the PI).

How to View the MRA as DRSO

1. [Log into MRA](#) with UTORauth credentials (and UTORMFA if prompted)

Click on:

2. My Research
3. Applications & Agreements
4. Funding Applications
5. My Unit's Applications – DIV_RSO (*this will open a new tab*)



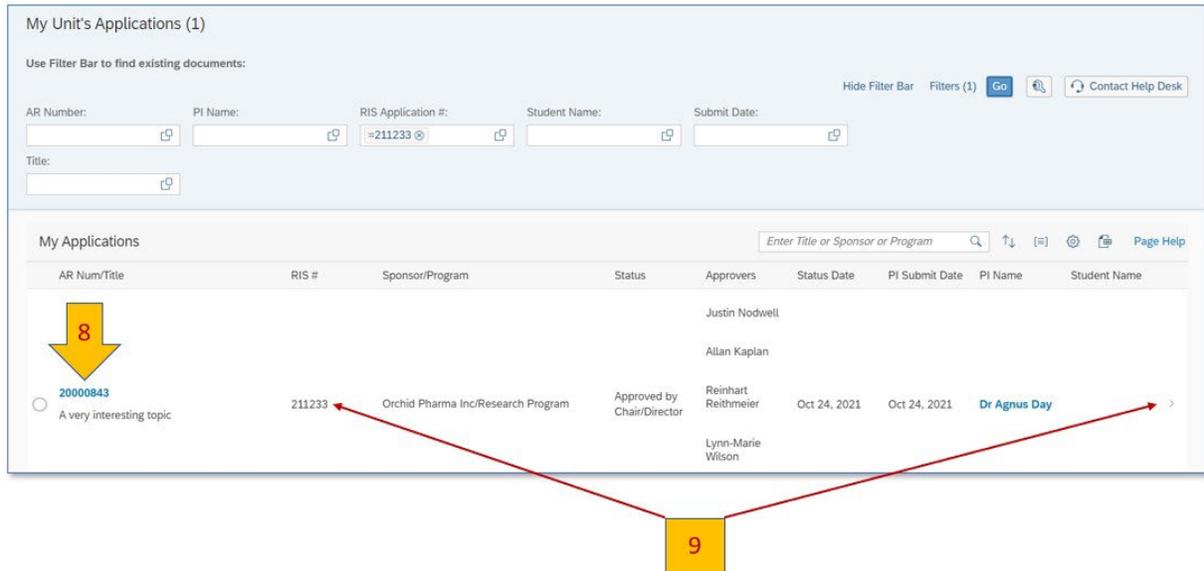
My Unit's Applications screen

6. Enter data in at least one filter field. For example, when looking up an MRA referenced on an email notification, enter the RIS Application number from the notification.
7. Click **Go**

The screenshot shows the 'My Unit's Applications (0)' screen. At the top, it says 'Use Filter Bar to find existing documents:'. Below this is a filter bar with a warning icon and the text 'Please enter data for one of the filters to see the applications'. The filter bar has a 'Go' button highlighted with a yellow arrow numbered 7. Below the filter bar, there are input fields for 'AR Number:', 'PI Name:', 'RIS Application #:', and 'Student Name:'. A yellow arrow numbered 6 points to the 'RIS Application #' field, which contains the value '=211233'. Below the filter bar, there is a table titled 'My Applications' with columns for 'AR Num/Title', 'RIS #', 'Sponsor/Program', 'Status', 'Approvers', 'Status Date', 'PI Submit Date', 'PI Name', and 'Student Name'. The table currently shows 'No Applications found'.

A list of MRAs meeting your selection criteria will appear on the report.

8. To drill to the full detailed MRA, click on the "AR Num" link, and skip to step 15
OR
9. To view a **summary page of the MRA**, including the **escalation factors** flagged on the MRA, click on the RIS #, or the right-pointing arrowhead on the right side of the record.



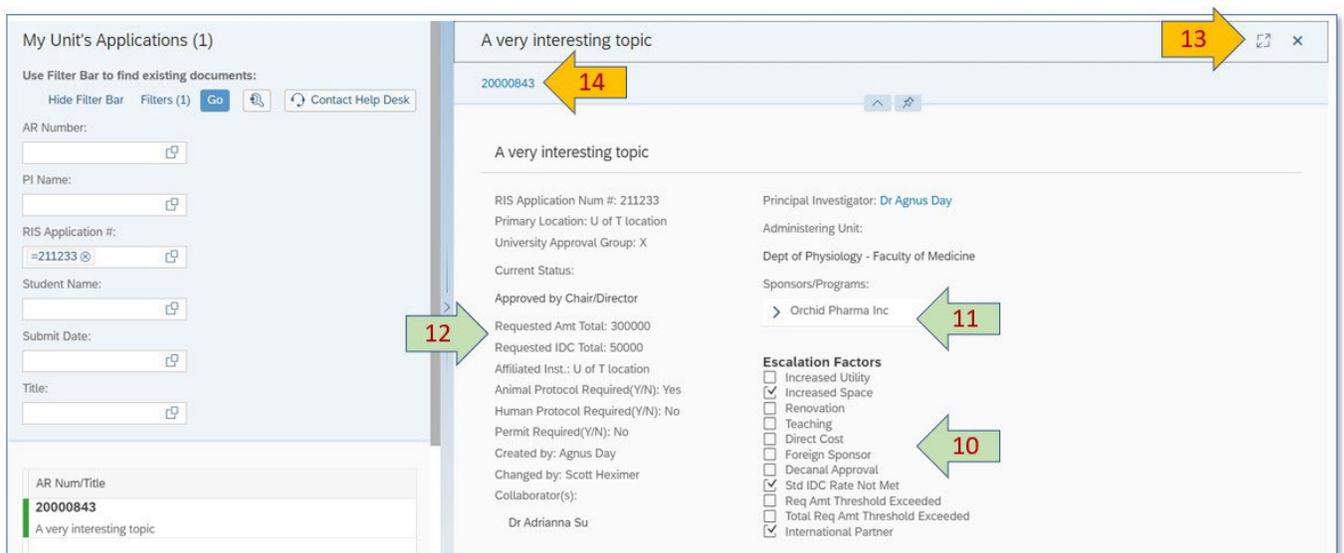
Summary Page of MRA

Shows selected details from the MRA record, including:

10. Escalation factors (reason this went for decanal review, in the case of MRAs submitted in departmentalized faculties)
11. Sponsor (click to see program)
12. Total amount requested

Click on:

13. The Expand button to see the Summary Page on the full screen
14. The AR number to drill to the full detailed MRA



Review the MRA and add any notes by clicking on the Notes link in the left panel.

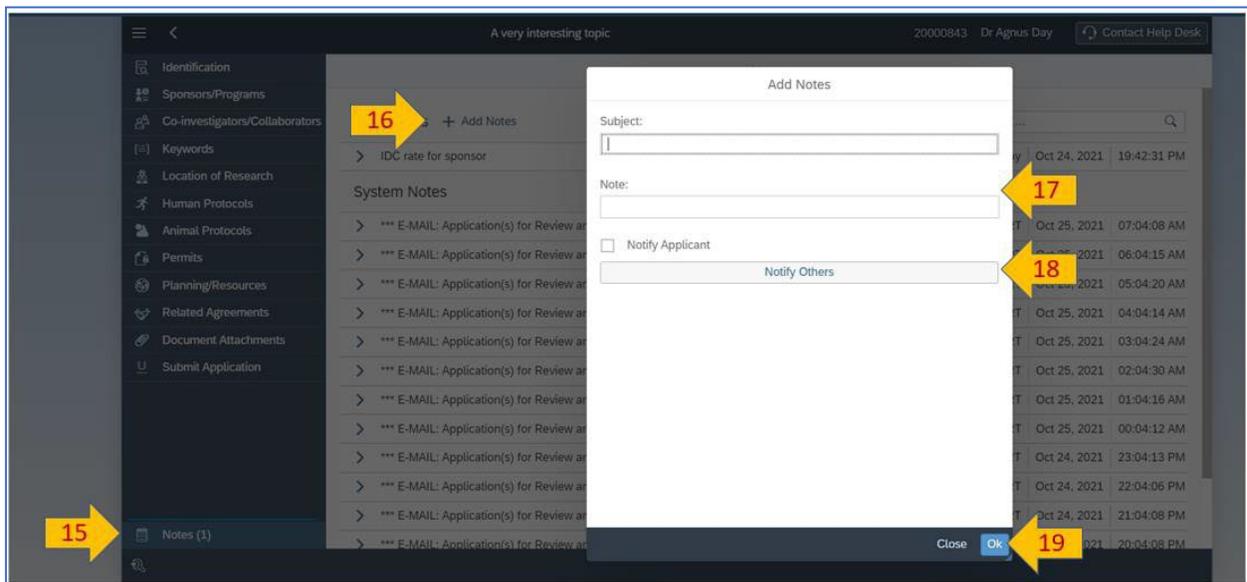
To add a Note

15. Click on **Notes**
16. Click on “+ Notes”
17. Enter the Subject and Note text

Warning: Whatever is entered in the Notes is visible to anyone who has access to the MRA, including the PI. Use Outlook email for notes when more appropriate.

18. Optional: You can send a notification to the Vice Principal/Dean by clicking on “Notify Others” and entering their email address. This notification goes immediately. At present this is just a general notification that there is a note for them to log into MRA to view, it doesn't include the actual contents that was entered by the DRSO, however, in the context of the DRSO prereviews, the Vice Principal/Dean would be logging in regardless to view the application to either Approve or Return it to the PI.

19. Click on **Okay** to add note



Please contact the RAISE Helpdesk at 416-946-5000 or raise@utoronto.ca if you have any questions.