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 <u>raise@utoronto.ca</u> (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 twicedaily (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 <u>https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/</u>

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)

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To protect the se	ecurity of your	data, this application	on will automatic	ally terminate in 03:43. Uns	aved work will be lost.			
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Non-Funded Agree	ements							
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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

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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.

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A very interesting topic	211233 🦡	Orchid Pharma Inc/Researc	ch Program Approved by Chair/Director	Reinhart Reithmeier	Oct 24, 2021 Oc	t 24, 2021	Dr Agnus Day	-
				Lynn-Marie Wilson				

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

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PI Name:	C	RIS Application Num #: 211233	Principal Investigator: Dr Agnus Day
RIS Application #: =211233 (8)	ß	University Approval Group: X	Administering Unit: Dept of Physiology - Faculty of Medicine
Student Name:	e l	Approved by Chair/Director Requested Amt Total: 300000	Sponsors/Programs: Orchid Pharma Inc
Submit Date: Title:	e e	Requested IDC Total: 50000 Affiliated Inst.: U of T location Animal Protocol Required(Y/N): Yes Human Protocol Required(Y/N): No	Escalation Factors Increased Utility Increased Space Renovation Traching
AR Num/Title 20000843 A very interesting	topic	Permit Required(Y/N): No Created by: Agnus Day Changed by: Scott Heximer Collaborator(s): Dr Adrianna Su	International Approval Stal DC Rate Not Met Req Amt Threshold Exceeded Total Req Amt Threshold Exceeded International Partner

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.





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