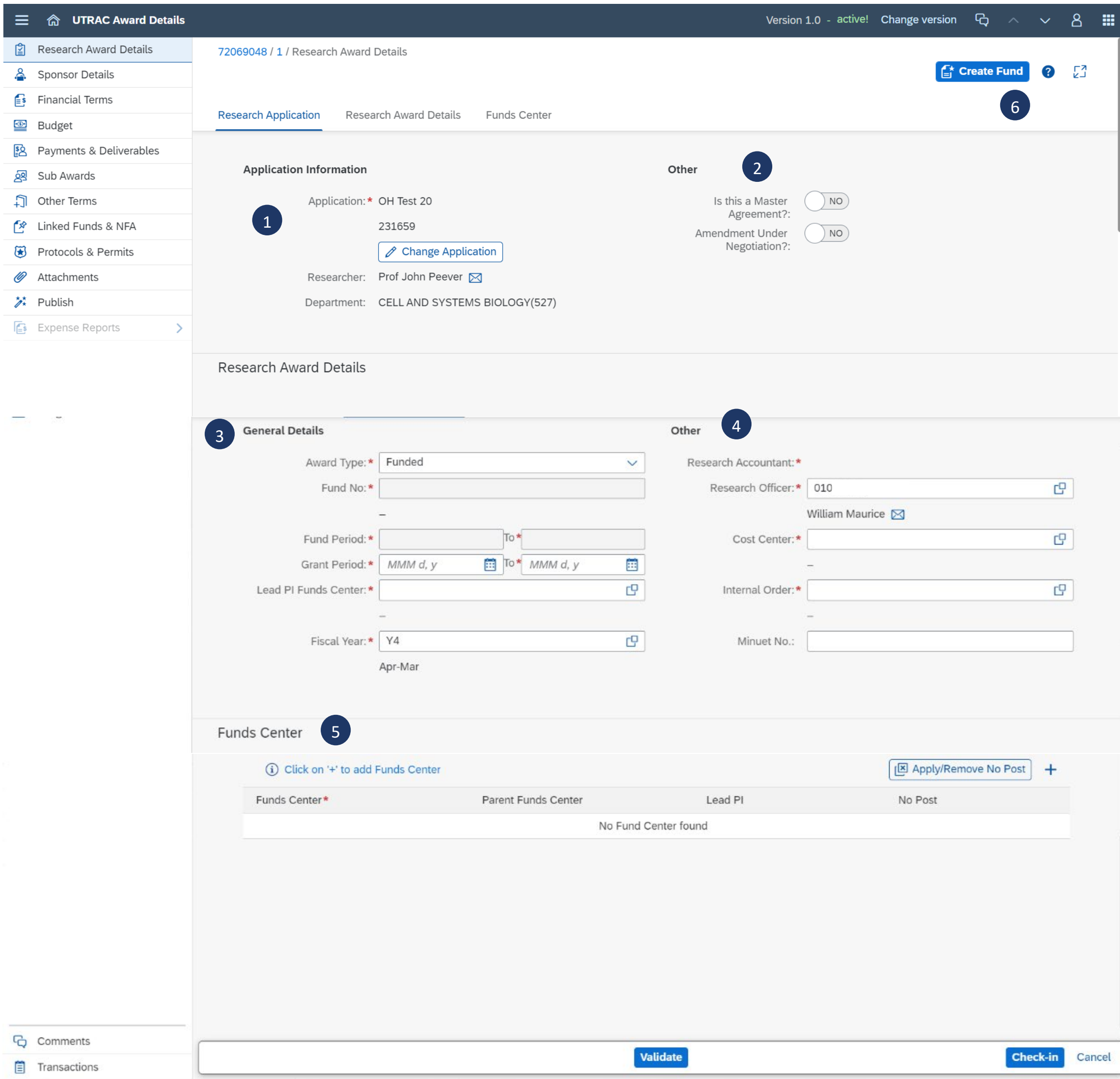
University of Toronto Research Account (UTRAC) Page Help

View the full [UTRAC user guide here.]()

Contents

Research Award Details Page

Use this page to enter header information, such as Grant Period, Lead PI Funds Center, Fiscal Year, etc. You can also create the Fund for this UTRAC from this page.



1 Application Information

- **Application**: The title of the research project and the Application Number assigned on entry into RIS. This field cannot be edited.
- **Researcher**: The name of the U of T employee who is the primary Researcher on the application. This field cannot be edited.
- **Department**: The Administering Unit for the fund, as indicated by the Researcher in MRA. This field cannot be edited.

2 Other

- **Master Agreement**: Flag indicating cases where a Sponsor is providing funding for multiple projects under a master agreement.
  Toggle this slider to "Yes" to indicate that this UTRAC reflects the master agreement.
- **Amendment Under Negotiation**: Flag indicating whether a project extension is in progress.
  Toggle this slider to "Yes" to indicate that an award is undergoing an amendment process and that the fund end date may be extended.

3 General Details

- **Award Type**: **I**ndicates whether the UTRAC is for a Funded or Non-Funded Award.
- **Fund No**: FIS number assigned on creation of UTRAC.
  *The Fund No. is generated from the **Create Fund** transaction (see #6).*
- **Fund Period**: Award start and end dates, plus any grace period allowed by Sponsor. Includes the entire history of the award -- the original award plus any renewals.
  *This field cannot be edited directly on this screen and should be edited on the **Create Fund** transaction (see #6).*
- **Grant Period**: Award start and end dates, usually defined by Sponsor. Refers to only the award period of that application, i.e., ignores originals or renewals, or any grace period.
  Users can select the date using the calendar icon, or manually enter the date using the format MMM D, YYYY/ e.g., Nov 23, 2023.
- **Lead PI Funds Center**: Funds Center corresponding to the primary Researcher. This is where budget will be set up and revenue/expenses posted in combination with the Fund No.
  To find the correct Funds Center for the Researcher using the advanced search , see the Advanced Search section.
- **Fiscal Year**: Sponsor's grant year, e.g. CIHR's grant year is April – March.
  Click advanced search for dropdown of options.

4 Other

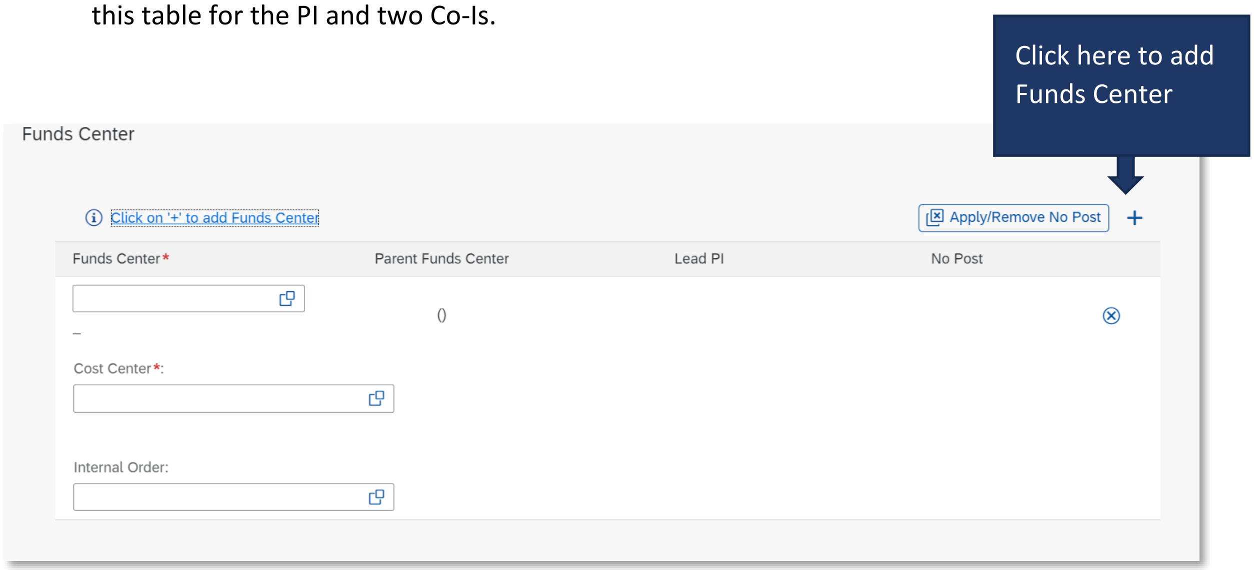
- **Research Accountant**: Name of assigned VPRI Research Accountant.
  *This field cannot be edited directly on this screen and is selected from the **Create Fund** transaction (see #6).*
- **Research Officer**: Name of the VPRI Research Officer who authorized the release of the UTRAC.
  To find a Research Officer using the advanced search , see the Advanced Search section.
- **Cost Center**: Cost center for the organizational unit or program that administers this fund.
  Tip: Try entering the Lead PI Funds Center first. If you get a validation error, click advanced search to display the search help where you can find departmental cost centers by keyword. If you are having difficulties finding the correct cost centre, use the DEPTCODE Excel spreadsheet on the VPRI Resource Library.

- **Internal Order**: Controlling code representing a holding place / cost collector account number. This field is optional and left blank unless requested to fill by the departmental Business Officer.
- **Minuet Number**: Identifier number of the corresponding record in the Minuet database. Minuet is an internal database used by the Innovations & Partnerships Office (IPO) at VPRI for tracking funded and non-funded awards, licensing disclosures, etc.
  This is not a validated field and does not link to the Minuet database.

5 Funds Center table

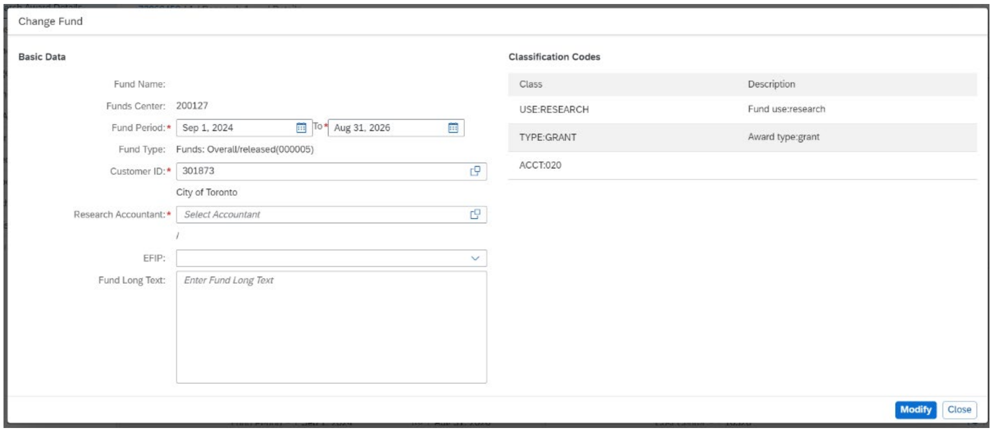
This table should list all Funds Centers and their associated information for Researchers who will have budget on this fund in combination with their PI Funds Center.

For example, if the budget is split between the lead Researcher (i.e. Principal Investigator – PI) for the award and two Co-Investigators (Co-Is), the Funds Center information should be listed in this table for the PI and two Co-Is.



- **Funds Center:** Funds Center corresponding to the PI or Co-I.
  To find the funds center from list using the advanced search , see the [Advanced Search] section.
- **Cost Center**: See #4 above.
  To find the cost center from list using the advanced search , see the [Advanced Search] section.
- **Internal Order**: See #4 above.
- **Parent Funds Center**: Departmental funds center hierarchy to which the PI Funds Center belongs.
  This will be automatically populated based on the Funds Center
- **Lead PI**: Designates the lead Researcher (i.e. PI) for cases where there are multiple Co-Is. Only one Researcher can be designated as the Lead PI.
  This is automatically selected based on data entered in the Lead PI Funds Center.
- **No Post**: Indicates whether there is a No Posting status applied to the Fund/Funds Center combination. See No Post section for more details.

6 Create Fund



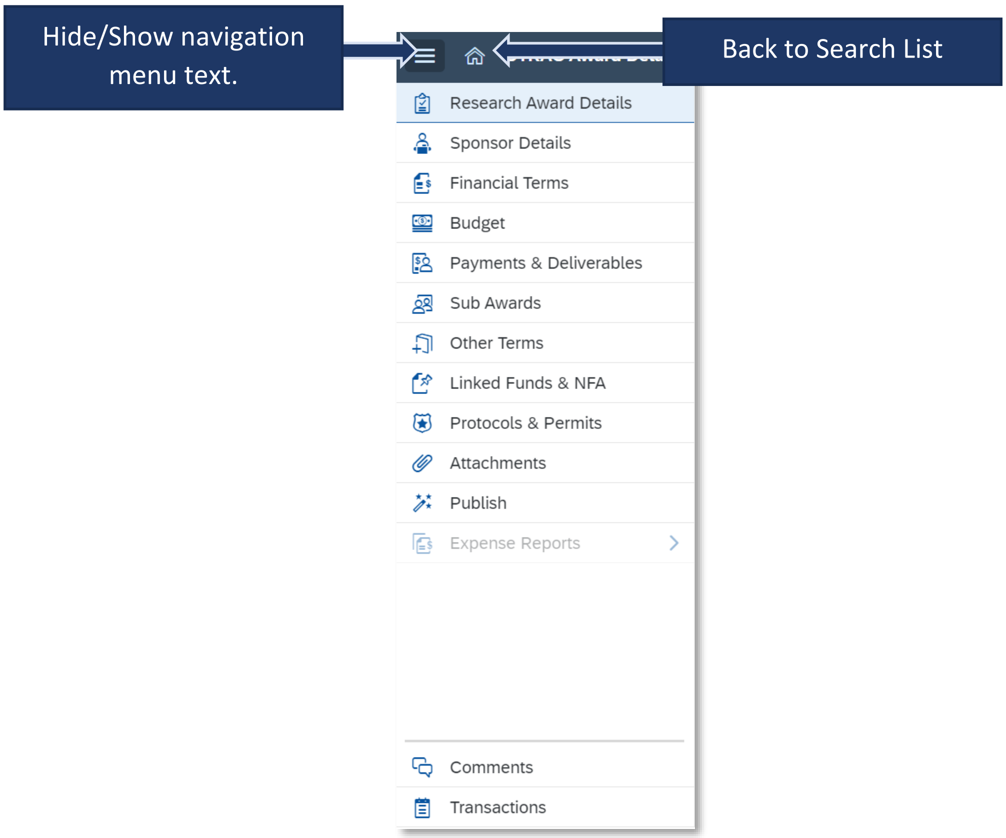
- **Fund Name**: Will be automatically populated when the fund is created in FIS.
- **Funds Center**: Will be automatically populated when the fund is created in FIS.
- **Fund Period**: Award start and end dates, plus any grace period allowed by Sponsor. Includes the entire history of the award -- the original award plus any renewals.
  Users can select the date using the calendar icon, or manually enter the date using the format MMM D, YYYY/ e.g., Nov 23, 2023.
- **Fund Type**: Indicates the overspending tolerance threshold for the fund.
  The Fund Type always defaults to 000005 and cannot be changed by the Research Officer. To temporarily adjust the overspending tolerance threshold for a fund, contact your Director.
- **Customer ID**: FIS code and description corresponding to the Sponsor ID.
  This number is derived from FIS.
- **Research Accountant**: Name of assigned Research Accountant.
  To select a Research Accountant's name from the list using the advanced search , see the Advanced Search section.
- **EFIP**: Use this field if funds are to be placed in an interest-bearing account. Consult the **SOP on Creating a UTRAC** for more details on this field.

- **Fund Long Text**: You may use this field for budgets with a "Special" or "Subgrant" commitment items. Enter the description of the Special and Subgrant as it appears on the budget (e.g., Subgrant1, Special1) followed by a colon, space, and then a short description (e.g., Subgrant1: UGuelph). Multiple commitment items should be inputted on separate lines.

- **Classification Codes:** USE:RESEARCH and TYPE:GRANT class codes will automatically be added to the fund at setup.
  If you need to change the class codes or add new ones, you must use the ***Change Fund*** *transaction in AMS or FLP.*

Navigation

Users can navigate through each UTRAC section from the navigation menu on the left-hand side. To move through the sections, click on the name of the section.



1 **My Items menu**

- **Home**: Return to UTRAC Search List
- **Payment & Deliverables**: Shortcut to the Payments & Deliverables section.
- **Expense Reports**: Not currently active; coming soon (Phase 2 of MRF)
- **Transactions**: Shortcut to the transactions page where users can access tools like the Budget Workbench, etc.
- **Budget Workbench**: Shortcut to the budgeting workbench tool to set up budget(s).
- **Notifications**: History of emails sent through the built-in contact forms, categorized by role.
- **About**: Links to the [MRF Initiative webpage](#).
- **Help**: Links to user documentation on the [MRF webpage](#).
- **Contact Us**: Contact the Help Desk using the built-in contact form.
- **Contact Researcher**: Contact the primary researcher using the built-in contact form.
- **Display Classic FReD**: Displays UTRAC in classic (legacy) FReD format. Note that linked protocols & permits, linked UTRACs, detailed contact information, document attachments, and some other functions will not be displayed in Classic FReD.

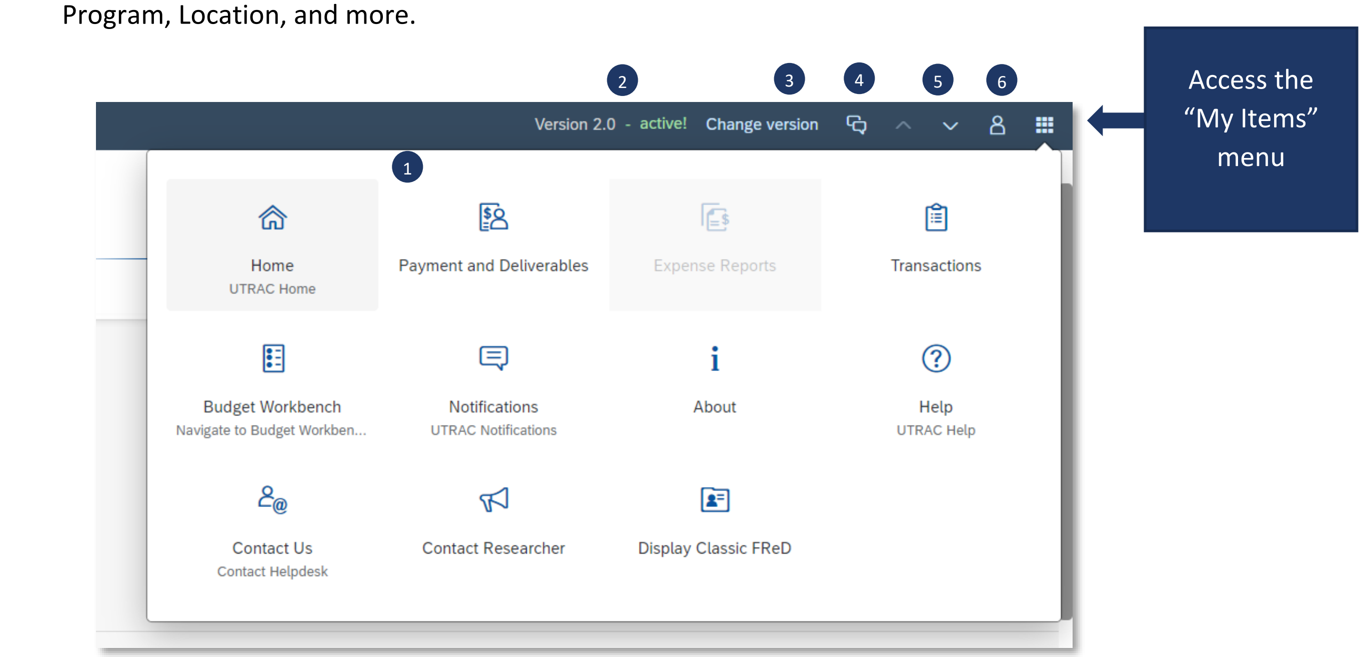
2 **Version**: Displays the current UTRAC version you are viewing. Versions labeled “active!” are the most recent versions.

3 **Change version**: Jump to a different UTRAC version (if there are multiple versions).

4 **Contact Us**: Shortcut list of available contacts that you can connect with through the built-in contact forms. For details on how to use the contact forms, see [Contact Forms](#) section.

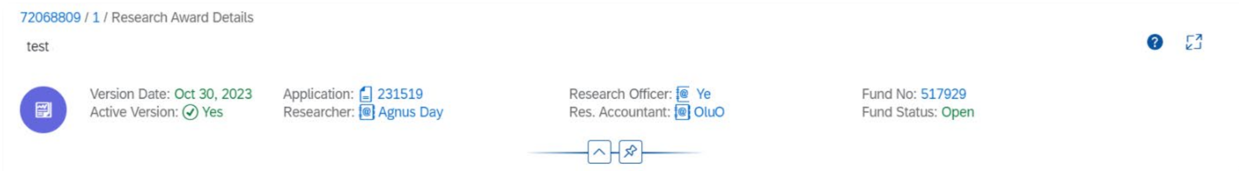
5 **Previous Page/ Next Page**: Navigate through each UTRAC section by going to the next/previous page using the arrows.

6 **UTRAC Profile**: Summary information for this UTRAC including Fund & Grant Periods, Sponsor, Program, Location, and more.



Header

Every page in UTRAC has the Header containing the key information labeled below.

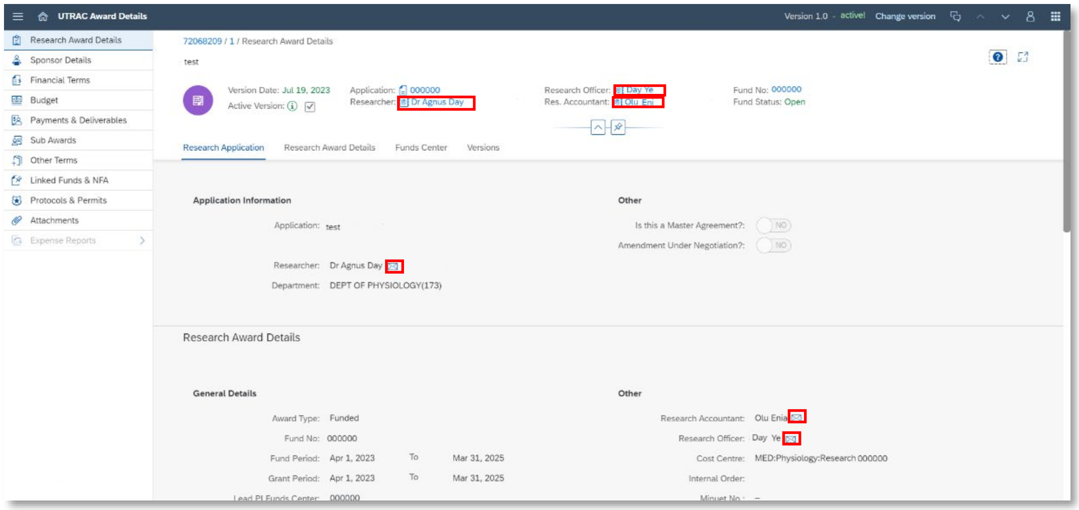


- **UTRAC No.**: Unique identifier assigned on creation of UTRAC.
- **Version Date**: Date for which this version was created.
- **Active Version**:
  - Yes: The UTRAC the user is viewing is the latest and active version.
  - No: The UTRAC the user is viewing is not an active version and there is a newer version available.
- **Fund No**: Fund number assigned in FIS.
- **Fund Status**:
  - **Open**: Fund is currently open; i.e. the current date is between the Fund Start and Fund End Date. Eligible expenditures can be incurred on the fund.
  - **Closed**: Fund End Date is in the past and no more expenditures can be incurred on the fund.
  - **Inactive**: Fund End Date is in the past and the fund has been closed out. The fund can no longer be extended.
  - **Not Yet Opened**: The fund has been created by the Fund Start Date is in the future. Eligible expenditures cannot yet be incurred on the fund.
  - **No Post**: Expenditures have been blocked on the fund due to a compliance issue or other reason. For details, see No post section.
- **Application**: RIS application record
- **Researcher**: Name of the primary researcher on this research project
- **Research Officer**: Name of the VPRI Research Officer who authorized the release of the UTRAC.
- **Research Accountant**: Name of the VPRI Research Accountant assigned to this UTRAC.

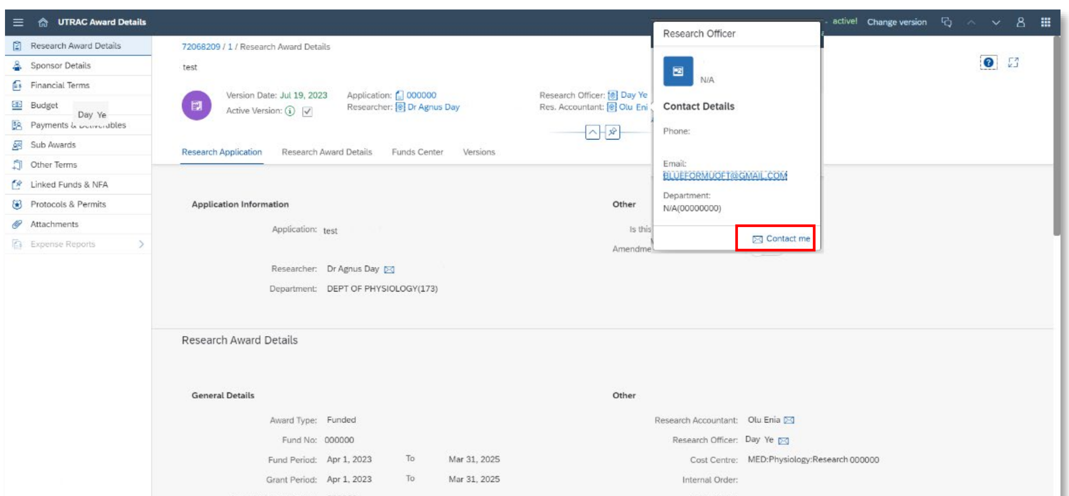
Contact Forms

Users can contact the primary Researcher, VPRI Research Officer, and/or VPRI Research Accountant directly within UTRAC using the built-in contact forms.

1. To access the forms and contact a specific role, you can click on any of the highlighted sections in the image below.



2. A box with the contact details (phone number, email, department) will appear. Click the “Contact me” button in the right corner.



3. A contact form will appear with certain details pre-filled. Fill out the form and click Send.

Write your message or question here.

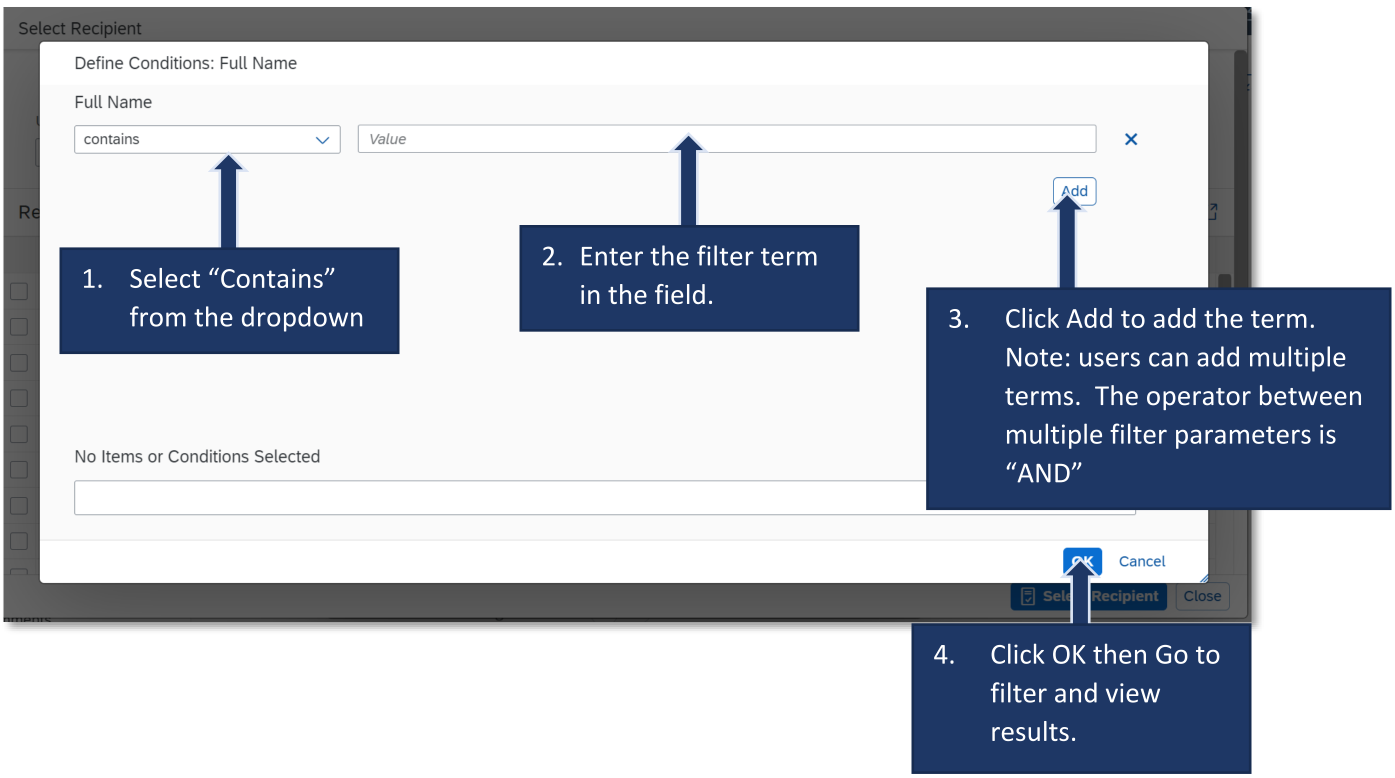
You can add additional recipients from the "+" icon. For details on how to search, go to Advanced Filters.

Click Send to send your message.

Advanced Filter

With the exception of **Search** on the Filter Header, all filter fields in UTRAC are case sensitive by default. Users will need to enter the exact value to find a match. For example, if a user wants to find results using the term "University of Toronto", they will need to type the string in full, including the correct capitalization.

To filter on a term using part of the term and without capitalization, users should access the advanced filter by clicking the ⧉ (double box) in the filter field and use the "Contains" operator on their term.



Editing, Saving, Checking-In, and Cancelling Drafts

When a user first creates a UTRAC and any time a user is editing a UTRAC, the system creates a draft of that UTRAC record. Only the user that is editing that draft will be able to see the changes that have been made to that draft.

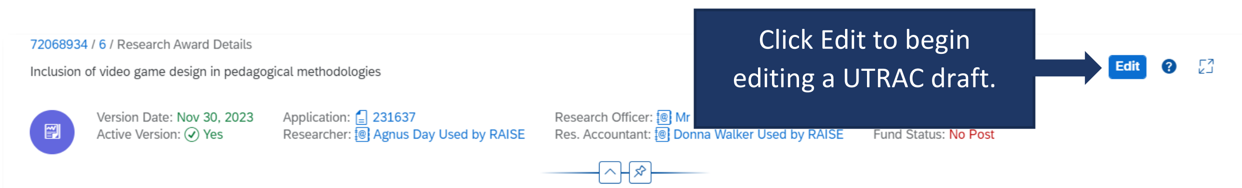
The following sections detail the system behaviours of working on a UTRAC draft.

Edit

When a UTRAC is opened in View mode, users will not be able to edit the field content or make any other changes to the UTRAC.

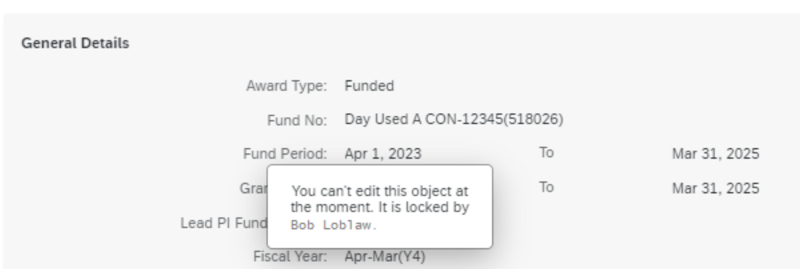
To begin editing a UTRAC, click the **Edit** button in the top right corner of the page to create a new draft of that UTRAC.

Note that for UTRACs that are published, the fields you are allowed to edit depend on whether you are updating an existing version or creating a new version. See "**How to Edit a Published UTRAC" section in the Publish Page Help** for more details.



Tip: When you are editing a UTRAC draft, other users (e.g. other UTRAC creators/editors) will **not** be able to edit that same UTRAC. Even if you exit the UTRAC, the UTRAC draft will remain locked for editing for any other user other than you. If another user tries to edit the UTRAC draft, they will see an error message.

To unlock a UTRAC for editing by other users, you must **Check-in** the UTRAC. See **Check-in** section for more details.

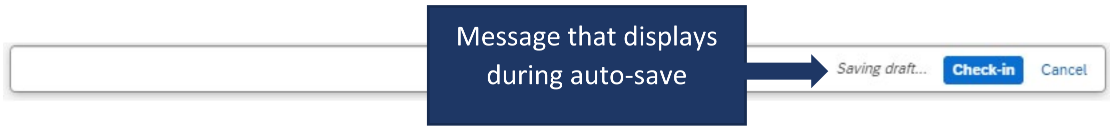


Auto-save

When a user is editing a UTRAC, any changes they make – including changes to text field content, attaching documents, linking UTRACs or Non-Funded Agreements, creating Overhead calculation rules, adding Payment & Deliverables schedules, toggling Yes/No sliders – will automatically save in the draft they are editing.

If the user intentionally or accidentally closes the UTRAC, next time they open the UTRAC from the UTRAC Search List, all of the changes they made in the last editing session will be preserved.

Tip: Auto-save allows you to partially create or edit a UTRAC and save your changes without needing to validate and publish your changes in one, uninterrupted session.



Check-in

When a user (e.g. user #1) is editing a UTRAC draft, that draft is locked for editing by other users (e.g. users #2 and #3). This is true even if user #1 is not in an active editing session and has closed the UTRAC.

To allow users #2 or #3 to edit a UTRAC, user #1 must first click the **Check-in** button on the right side of the bottom toolbar. This action unlocks the UTRAC for editing by other users. Once another user begins editing a UTRAC, that draft will be locked for editing by other users. For example, once user #2 opens the UTRAC and clicks Edit, user #1 and user #3 will be unable to edit that same UTRAC until user #2 clicks Check-in.

Once a user checks-in a UTRAC, the UTRAC will revert to View mode. To begin a new editing session, a user must click the **Edit** button.

Cancel

When a user is editing a UTRAC draft, selecting **Cancel** will discard all changes made to the UTRAC since it was last checked-in.

For instance, if a user opens a UTRAC on December 4th that was checked in on December 1st, edits several fields and then clicks Cancel, the UTRAC will revert back to the state it was in on December 1st.

To discard changes since last check-in, click **Cancel** on the right side of the bottom toolbar to display a confirmation message. To confirm your selection, click **Discard**.

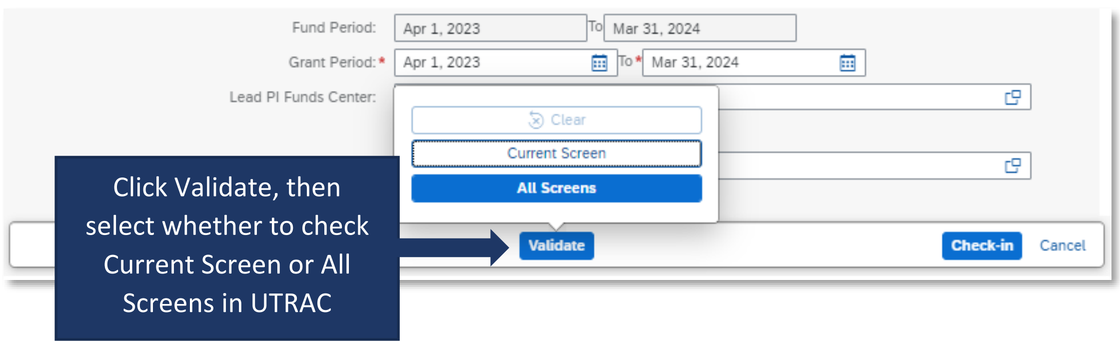
IMPORANT NOTE: If you have created a UTRAC and never checked it in, clicking on Cancel will delete that UTRAC (since it will discard all changes since the last check-in, which has not occurred). If this happens, you can still create a new UTRAC and link it to the same RIS application as in the original UTRAC you cancelled. If you have already created a Fund for this UTRAC, the system will not allow you to Cancel and discard your changes and you will be required to first Check-in the UTRAC.

Validate

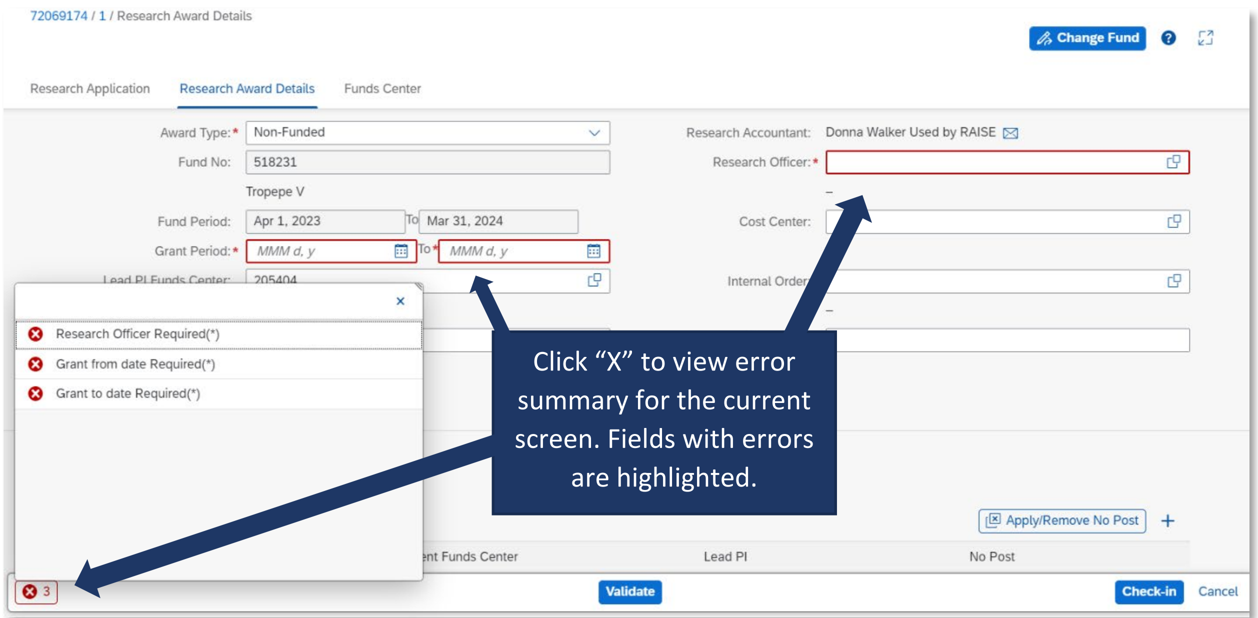
When a user is creating and editing a UTRAC, they can validate at any time that all required fields have been completed and that there are no errors.

To validate the UTRAC field data, click **Validate** in the middle of the bottom toolbar. From there, you will have two options:

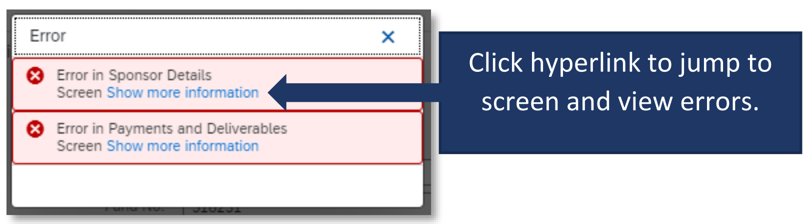
- **Current Screen**: Validates all fields on the screen you are currently viewing.
- **All Screens**: Validates fields on all UTRAC screens.



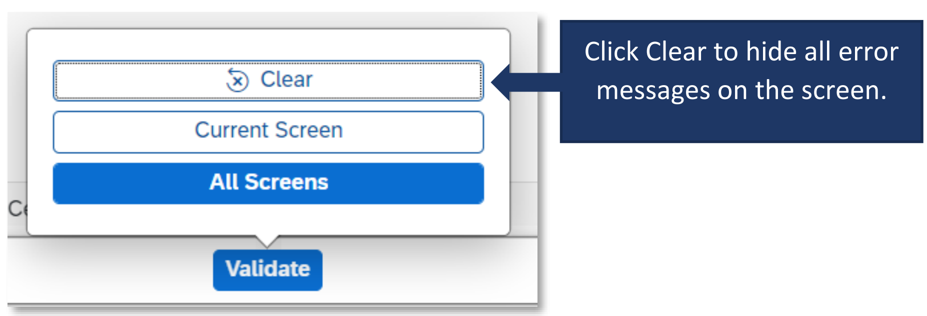
If you select **Current Screen**, any fields with errors on the screen will be highlighted in a red box. In addition, a flag in the left corner of the bottom toolbar will appear and display the number of errors on the current screen. Click the flag to display a summary of field errors on the screen. If the error message is too long to display fully in the summary, you can also click on the error to view the full message.



If you select **All Screens**, a pop-up box will display indicating all screens (if any) that contain errors. Click on "Show more information" to jump to that screen and view a summary of errors on that screen.



Tip: If you have clicked Validate, the error messages will continue to display until you have either corrected them or cleared them. To clear the error messages from your screen to created an unobstructed view, click **Clear**.

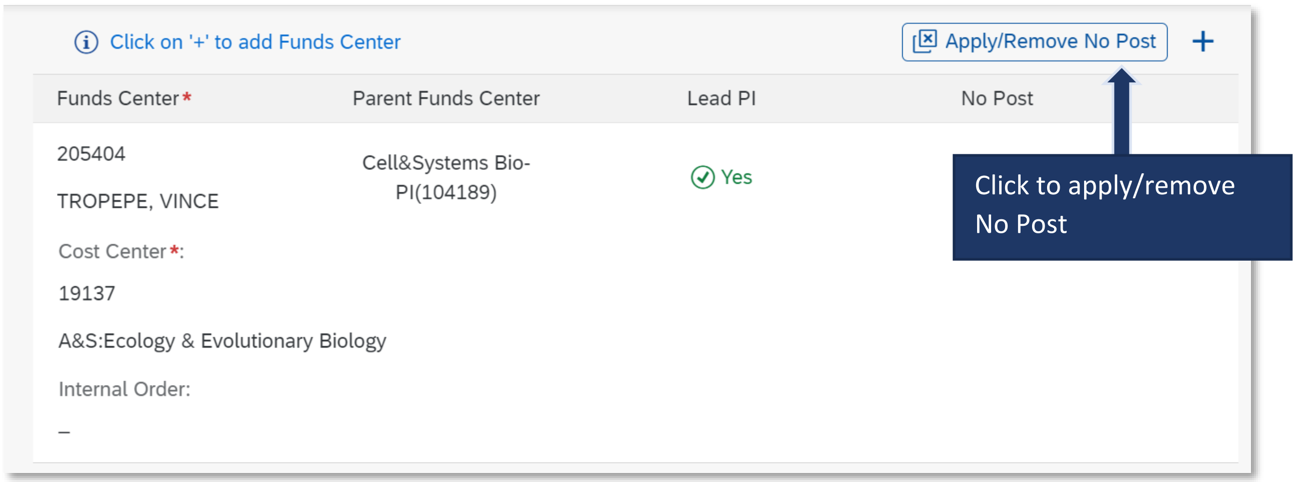


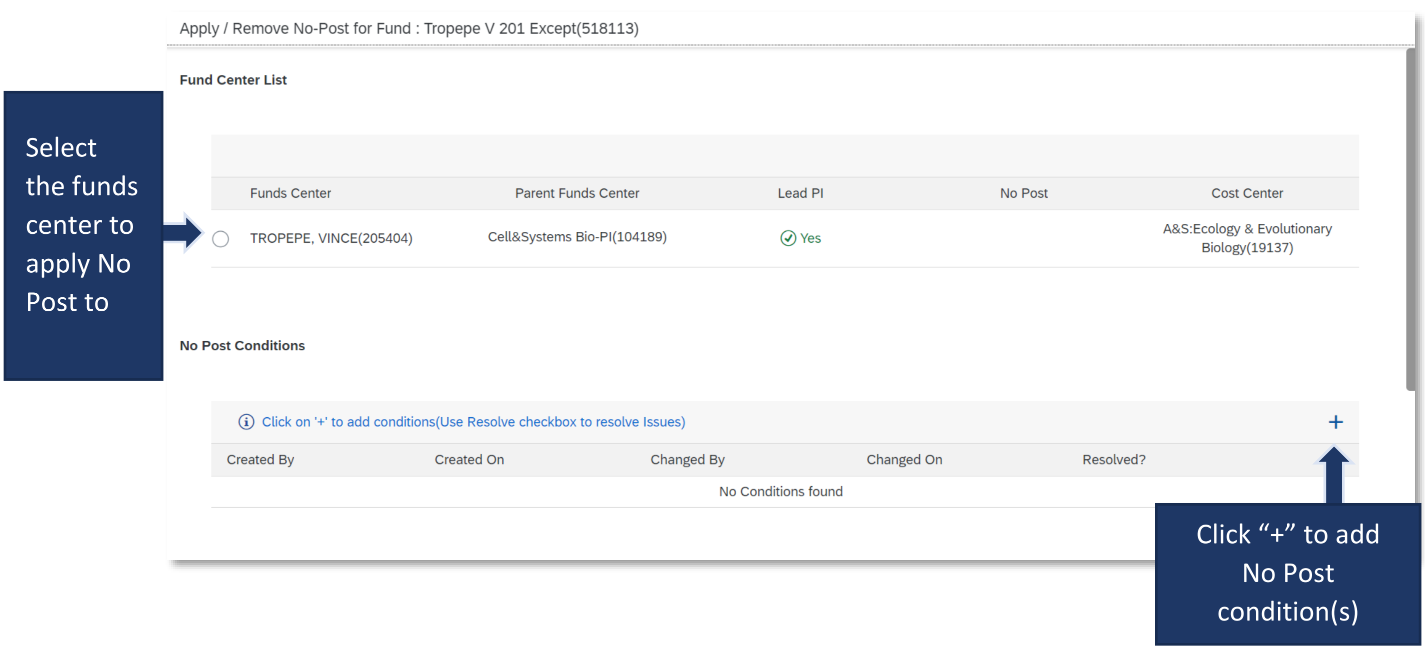
Tip: Validating for errors is a handy tool to check your work and you can use it as often as you need, or not at all. When you **Publish** a UTRAC, the system will always automatically validate the field data in the UTRAC and flag any errors for correction.

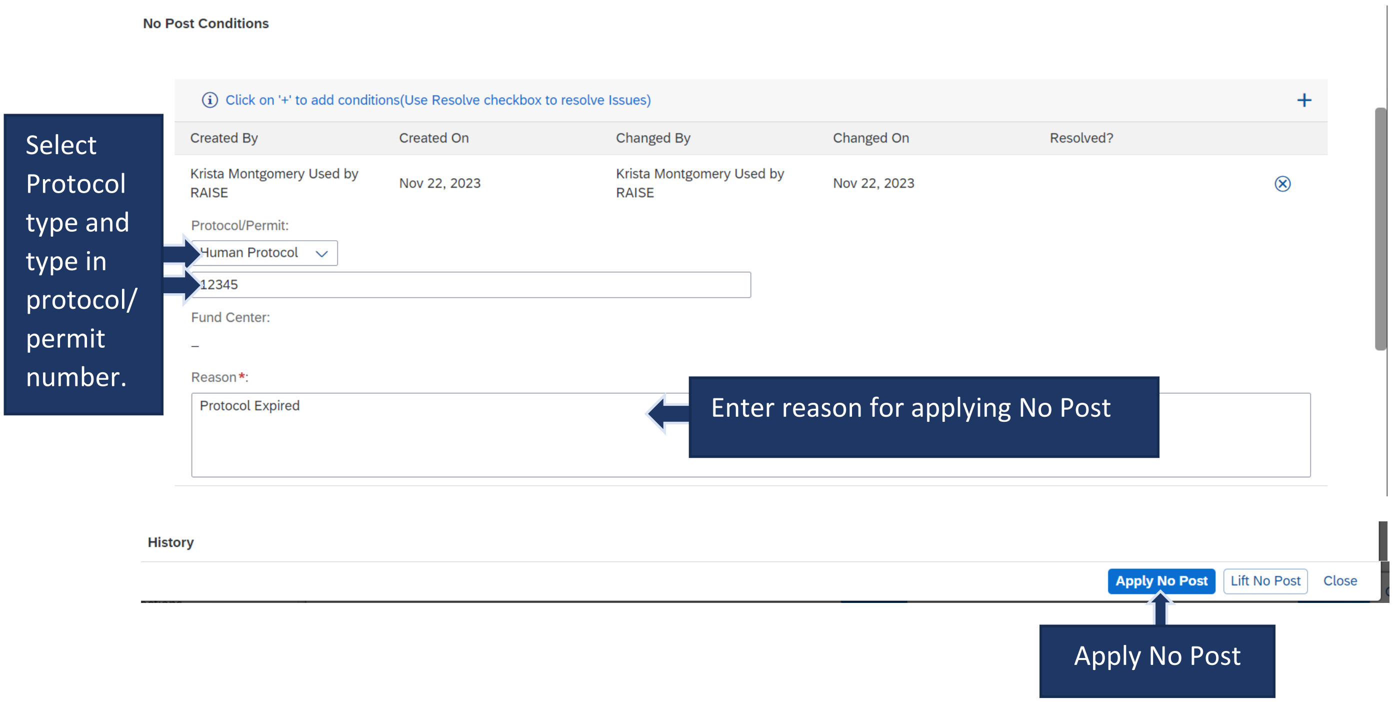
Applying & Removing a No Post

The No Post feature can be found on the Research Award details page under the Funds Center table.

Applying No Post






No Post Conditions
Click on '+' to add conditions(Use Resolve checkbox to resolve Issues)
Created By
Created On
Changed By
Changed On
Resolved?
Krista Montgomery Used by RAISE
Nov 22, 2023
Krista Montgomery Used by RAISE
Nov 22, 2023
Protocol/Permit:
Human Protocol
12345
Fund Center:
–
Reason*:
Protocol Expired
Select Protocol type and type in protocol/ permit number.
Enter reason for applying No Post
History
Apply No Post
Lift No Post
Close
Apply No Post

Lifting No Post