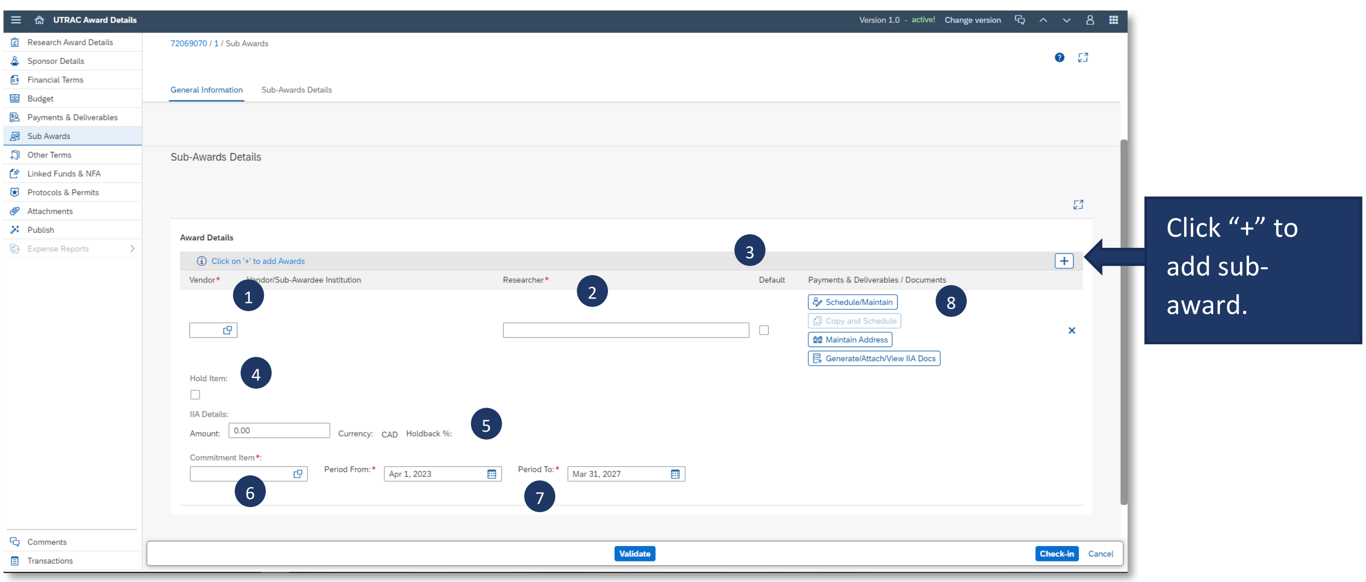
University of Toronto Research Account (UTRAC) Page Help

View the full UTRAC user guide here.

Contents

Sub Awards

Use this page to add sub-award information related to each Sub-award Institution that is receiving funding from this award. Information to be entered include sub-award header details, payment and deliverables schedule, and attachment of related documents such as inter-institutional agreements.



1. **Vendor/Sub-Awardee Institution**: The organization or institution that will be receiving the funding from U of T.
   To search for vendor, click the advanced search icon .
2. **Researcher**: Name of the Co-Investigator (Co-I) at the Sub-Awardee Institution.
3. **Default**: If there is more than sub-award, setting one sub-award as the Default will allow users to copy the Payments & Deliverables schedule from the default to other sub-award(s).
4. **Hold Item**

   Note: *This checkbox is only relevant for sub-awards that are using Auto-payment.*

- If box is unchecked: No holds exists, and sub-award payments will be released to Sub-Awardee Institution according to the schedule.
- If box is checked: A hold is placed on further sub-award payments due to one or more reasons, e.g., by request from the Researcher.

6 **IIA Details**

- **Amount**: Total amount of funding that will be transferred to the Sub-Awardee Organization under the inter-institutional agreement.
- **Currency**: Currency for Sub-award amount.
- **Holdback %:** Holdback percentage for Sub-award amount.

6 **Commitment Item**: This is the commitment item (e.g., subgrant1, subgrant2, etc.) in FIS under which the Sub-award budget is set up.
To search for commitment item code, click the advanced search icon .

7 **Period From and To:** These dates correspond to the Sub-award term (start and end date).
Users can select the date from the calendar icon, or manually enter the date in the format MMM DD, YYYY/ e.g., Nov 23, 2023.

8 **Payments & Deliverables / Documents**

- **Schedule/Maintain Payments & Deliverables schedule**: For more information on how to create the schedule, see the Payments & Deliverables page help.
  For outgoing sub-awards, Payment Method indicates how U of T will be paying the Sub-Awardee Institution. Deliverables indicates which deliverables the Sub-Awardee Institution must send to U of T.
- **Maintain Address**: Enter Sub-awardee contact information.
- **Generate/Attach/View IIA Docs**:
  - Generate IIA Document: choose this option to auto-generate an Inter-Institutional Agreement (IIA) based on the listed UTRAC and sub-award data. You will have the option to pick from one of two templates: Tri-agency Sponsor or Non Tri-agency Sponsor, depending on the prime sponsor for the award. The IIA generated will be in an editable Word Document format. **The Generate IIA Document button will only appear when you are in edit mode in UTRAC.**
  - Attach & view IIA/Sub-Award Documents: choose this option to attach an IIA document or to view the attached IIA or other relevant sub-award documents.

Note: If a research award has multiple outgoing sub-awards (e.g. to McMaster University and Dalhousie University), each Sub-Award Institution and its associated details must be listed as a separate entry. Click “+” to add a new Sub-Award Institution.

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.

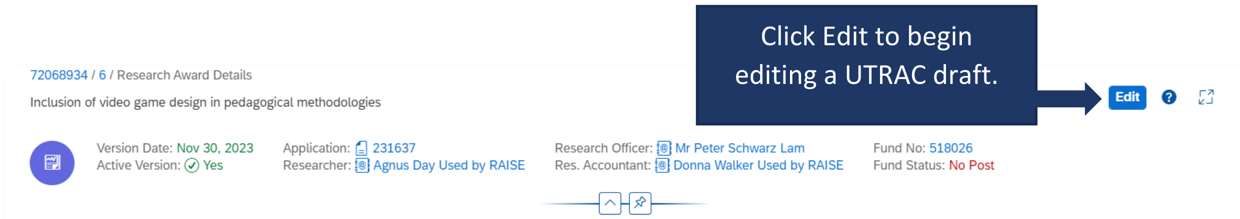
The following sections detail the system behaviours of working on a UTRAC draft.

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.

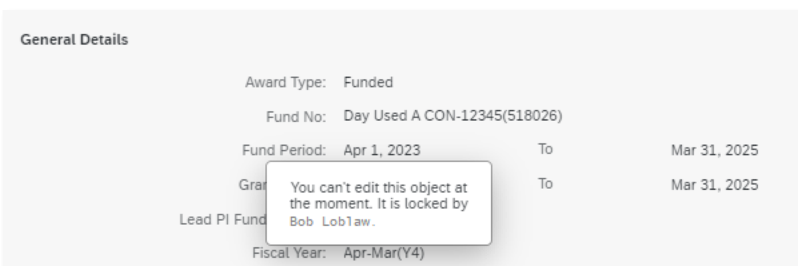
To begin editing a UTRAC, click the **Edit** button in the top right corner of the page to create a new draft of that UTRAC.

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 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.

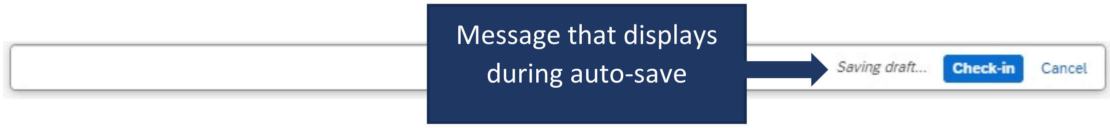


Auto-save

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.

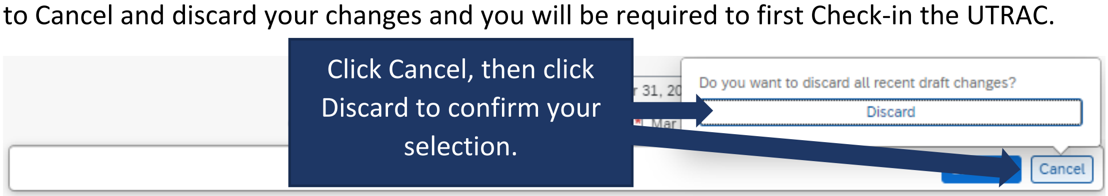
Cancel

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.

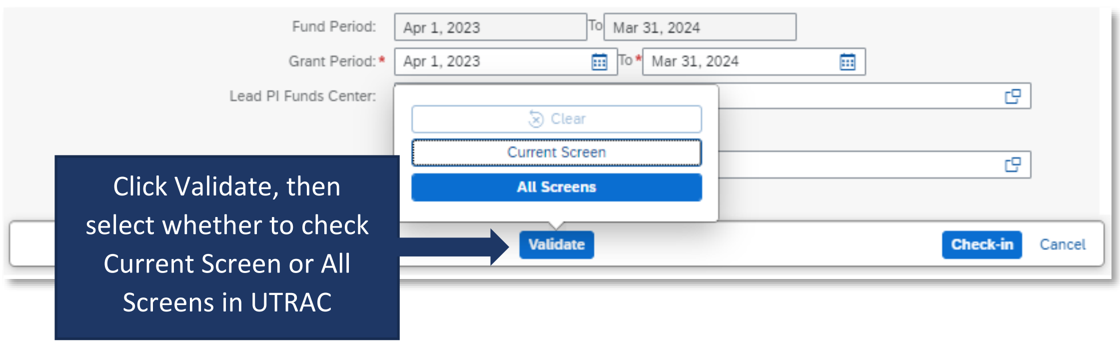


Validate

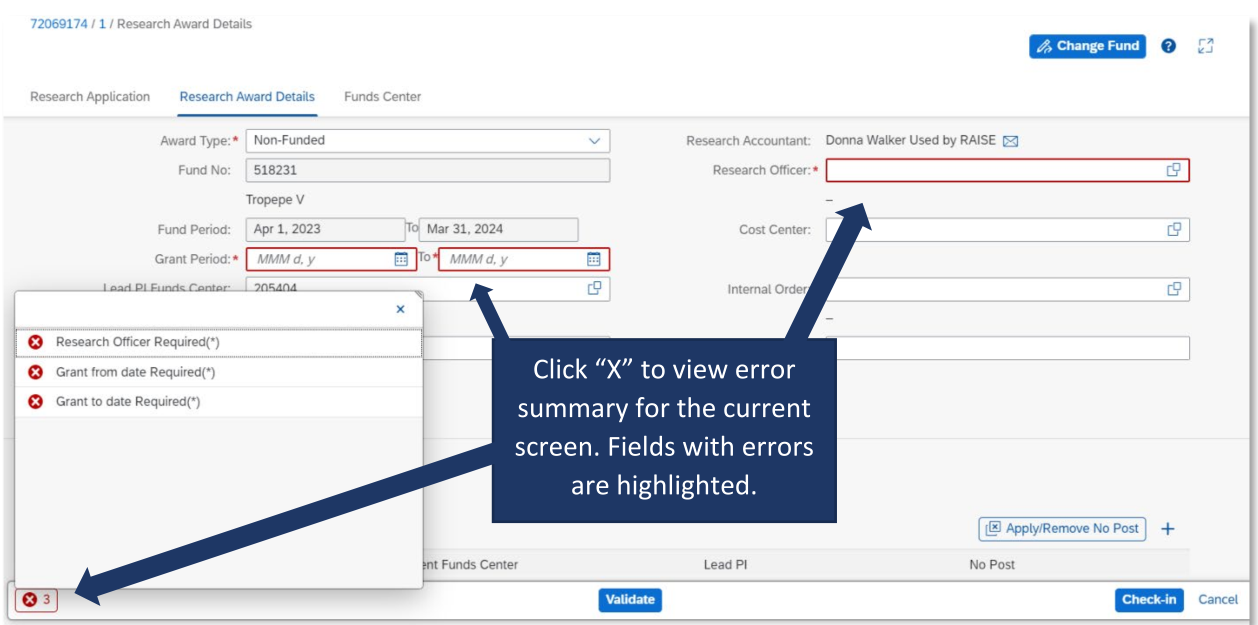
When a user is creating and editing a UTRAC, they can validate at any time that all required fields have been completed and that there are no errors.

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

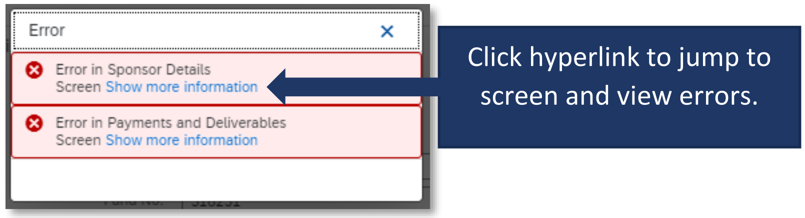
- **Current Screen**: Validates all fields on the screen you are currently viewing.
- **All Screens**: Validates fields on all UTRAC screens.



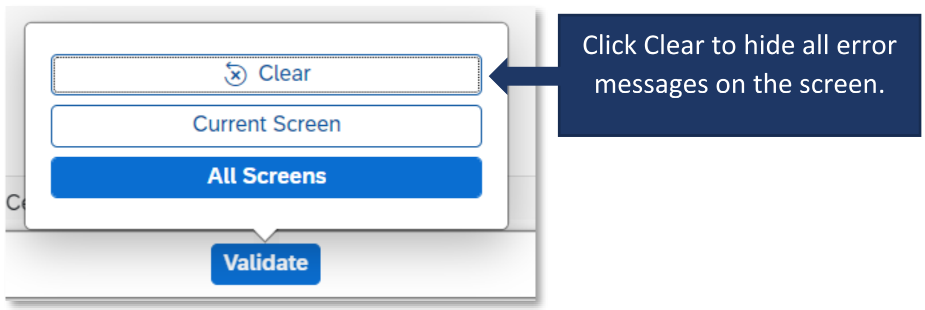
If you select **Current Screen**, any fields with errors on the screen will be highlighted in a red box. In addition, a flag in the left corner of the bottom toolbar will appear and display the number of errors on the current screen. Click the flag to display a summary of field errors on the screen. 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.