UTRAC Sub-Awards List
Page Help

Last updated: *December 17, 2025*

Contents
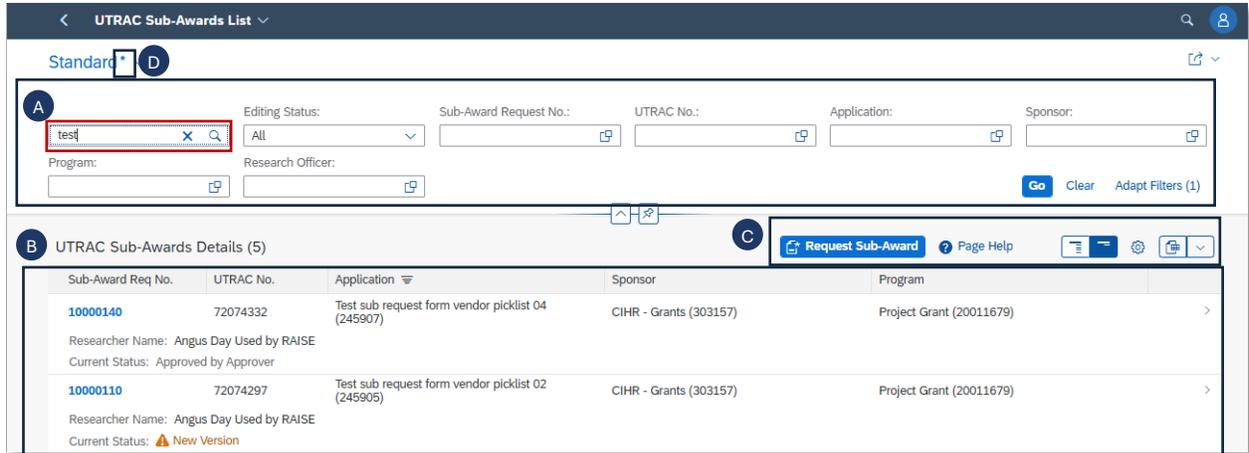
Ⓐ **Filter Header**

The following search and filter fields will be displayed by default in the filter header. Additional filters can be added or existing filters hidden using the **Adapt filters** button.

- **Search** (marked in red on image): This is a general search field that will perform a keyword search on **all** fields.
- **Sub-Award Request No.:** Number assigned on creation of a sub-awards request form.
- **UTRAC No.:** Number assigned on creation of UTRAC.
- **Application:** Unique identifier to the application assigned in RIS.
- **Sponsor:** The sponsor number for the agency, organization, or company that is funding the research. To search by sponsor name, click the 🗗 (double box) and use the sponsor name field.
- **Program:** The program number under which the Sponsor will fund the research. To search by program name, click the 🗗 (double box) and use the program name field.
- **Research Officer:** Name of VPRI Research Officer assigned to the UTRAC.
- **Go:** After entering search terms, click the Go button.
- **Clear:** Clear all search fields.
- **Adapt Filters:** Add additional filters or remove listed filters.

B **UTRAC Sub-Awards Details Table**

Once you have set your search parameters and selected "Go", the search results will display in the content area of the Sub-Awards Details table.

You can track the status of your request from the Current Status field.

- **Submitted and Sent to Approver:** The Principal Investigator (PI) submitted the request to the Research Officer.
- **Under Review by Approver:** The Research Officer is reviewing the request.
- **Sent to Project Manager by PI:** PI sent the request to their designated Project Manager to complete. Please note, only the PI can submit the request.
- **Sent to PI by Project Manager:** The Project Manager sent the request to the PI.
- **Approved by Approver:** The Research Officer approved the request and will begin processing the sub-award.
- **Returned to PI by Approver:** The Research Officer returned the request to the PI for revisions. You can find the Research Officer's revision comments under the "Comments" section in the request form.
- **Rejected by Approver:** The Research Officer rejected the request.

Once you have found the sub-award request you are interested in, you can access the Summary Screen for the request or open the request directly to view its contents.

Click the request form number to open and view the request details.

Click anywhere in the row to open the Summary Screen (see below)

- **Amend Request:** Click this button to create a new amendment request. For details on filling out an amendment request, click the page help button ⊙ in the form.
- **Version Type:**
  - **Amendment**: This version is an amendment to the last approved version of the request.
  - **Original**: This is the original version of the approved request form.
- **Status:** The current workflow status of the listed version.
- **Active:**
  - **Yes**: This is the most recent version of the request form.
  - **No**: This version is not active because there is a more recent version of this request.
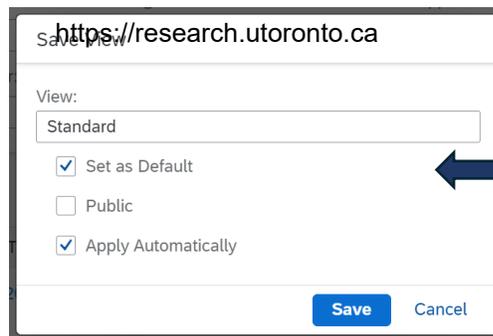
ⓒ

- **Request Sub-Award:** Click this blue button to create a new sub-awards request form. For details on how to fill out the form, click the page help button ⊙ in the form.
- **Page Help:** Opens and downloads help documentation.
- **Show/Hide Details:** Show/Hide additional filters selected from the Settings button.
- **Settings:** Add additional columns or remove listed columns. Users can also shuffle the order of the columns using the arrow buttons ⤒ ⌃ ⌄ ⤓
- **Export:** Export sub-awards search results as an Excel file.

D **My Views**

Users can personalize their own search filters and save them as a default view. To add/remove search filters, click Adapt Filters in section A.

Standard *

My Views

Standard
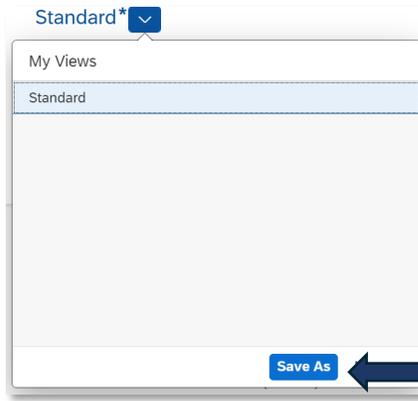
Save As

Click "Save As" to save new default view

Save View

https://research.utoronto.ca

View:

Standard

☑ Set as Default

☐ Public

☑ Apply Automatically

Save   Cancel

Enter new name for view. Click "Set as Default" & "Apply Automatically".

Please Note:

Only **one request form should be completed per research grant/UTRAC,** whether it is for one sub-award or many. You can list multiple sub-awardee recipients on a single request form.
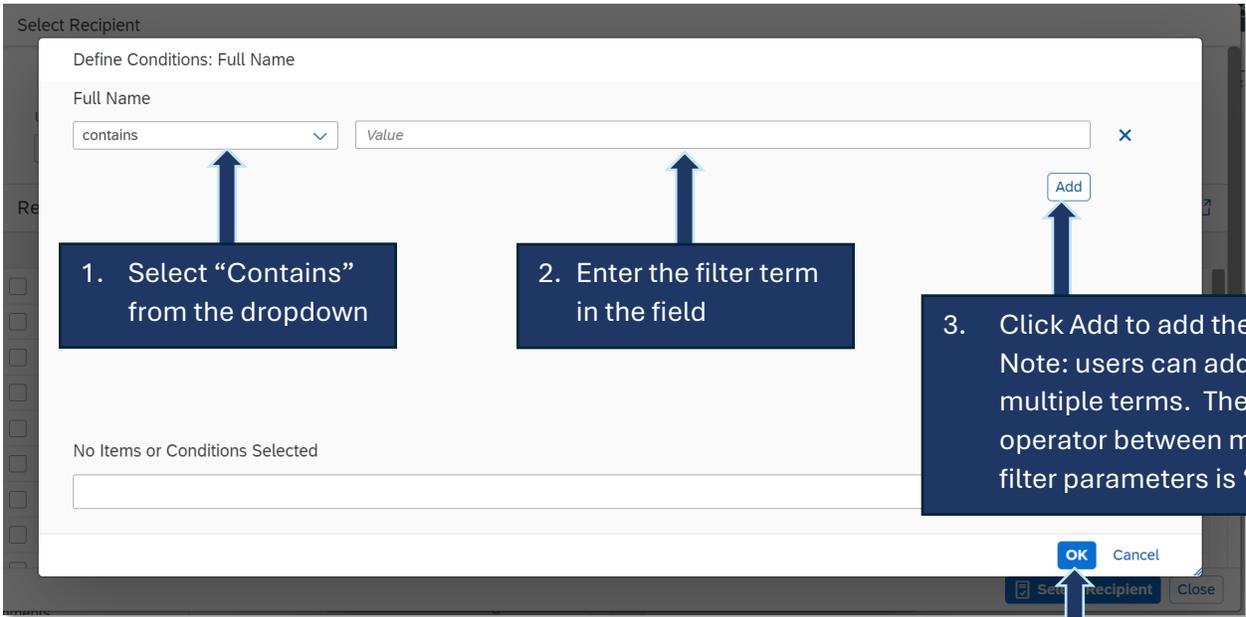
If you have already requested a sub-award for a research grant, you will need to find the previous request in the list, click on the right-facing arrow and select "**Amend Request**".

If you select "Request Sub-Award" from the UTRAC Sub-Awards List, the system will walk you through the process.

Advanced Filters

With the exception of **Search** on the Filter Header, all filter fields in the sub-awards list 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.