

UTEA MRA Instructions

Potential supervisors of successful applications from the UTM internal competition are required to complete an MRA submission in support of the UTEA application.

The following steps are required to complete the required MRA submission:

1. Log into [My Research \(MR\) portal](#), and start a new application.
2. Identification

The screenshot shows the 'Identification' form in the My Research portal. The form is divided into two main sections: 'Research Information' and 'Studentship/Fellowship Information (Only if applying on the behalf of the student/fellow)'. The 'Research Information' section includes fields for 'Administering Unit' (a dropdown menu with 'Dept of Physiology - Temerty Faculty of Medicine' selected), 'Title of Research' (a text field with 'A very interesting project'), and 'Competition Deadline Date' (a date picker with 'MMM d, y' format). The 'Studentship/Fellowship Information' section includes fields for 'Student/Fellow Name' (text field with 'Luke Skywalker'), 'Student Number' (text field with '1234567890'), 'Student/Fellow Email' (text field with 'luke.skywalker@utoronto.ca'), 'Anticipated Start Date' (date picker with 'May 1, 2024'), and 'Anticipated End Date' (date picker with 'Sep 2, 2024'). The form has a dark blue sidebar on the left with navigation options like 'Sponsors/Programs', 'Co-Investigators/Collaborators', 'Keywords', 'Location of Research', 'Human Protocols', 'Animal Protocols', 'Permits', 'Planning/Resources', 'Related Agreements', 'Document Attachments', and 'Submit Application'. At the bottom of the form, there are buttons for 'Delete', 'Save', 'Validate', 'Send to Assistant', and 'Next'.

- Enter **student/fellow name**, **student number**, and **student/fellow email address**.
- Enter the **anticipated start date** and **end date**. Those dates should match the corresponding dates in the application form.
- The start date should be no earlier than May 1, 2024. The end date should be no later than September 30, 2024. And the date range between the start date and end date should be more than 14 weeks.
- Graduating students may hold an award in the term immediately following the completion of their undergraduate program. And the end date must be before they start a graduate program.
- If a potential supervisor has two students applying for a UTEA, the students should work on different research projects, and the "Title of Research" projects should be different for each student.

3. Sponsors/Programs

Is U of T the lead institution for this application?

Select Primary Funder(s) from the relevant Sponsor Category below

- > Government of Canada Agencies & Departments
- > Government of Ontario Agencies & Departments
- > Government of United States Agencies & Departments
- > University of Toronto Research Programs
 - > Connaught Fund
 - > University of Toronto Excellence Award

Program Name	Total Amount Requested	Currency	Amount Requested(in CAD)
U of T Excellence Award (NSE)	<input type="text" value="5250"/>	Canadian Dollar	5,250.00
U of T Excellence Award (SSH)	<input type="text" value="0"/>	Canadian Dollar	0.00
U of T Excellence Award (HLS)	<input type="text" value="0"/>	Canadian Dollar	0.00

- Select “Yes” for the question “Is U of T the lead institution for the application?”
- Under the “University of Toronto Research Programs” → “University of Toronto Excellence Award” – enter “\$5,250” to the correct category of the UTEA to which you are applying (e.g. **UTEA-NSE, UTEA-SSH, or UTEA-NSE**). This is the amount that the potential supervisor will receive from the U of T Research Services Office for the UTEA.

4. Co-Investigators/Collaborators

Are there Co-Investigators and/or Collaborators?

Search U of T Personnel External Collaborators

Name	Email	Institution	Signed By Collaborator	Signed on
No data				

If there is a co-investigator, list here.

5. Keywords

Fill out keywords associated with the research project.

6. Location of Research

The screenshot shows the 'Location of Research' form. The left sidebar contains a navigation menu with items: Identification, Sponsors/Programs, Co-Investigators/Collaborators, Keywords, Location of Research (selected), Human Protocols, Animal Protocols, Permits, Planning/Resources, Related Agreements, Document Attachments, and Submit Application. The main content area is titled 'Location of Research' and includes a 'Page Help' icon and 'Previous' and 'Next' navigation links. The form instructions state: 'Indicate the location of your research. Select all that apply' (If more than one location of research is specified you must indicate the primary location at the bottom of the page.) The form has several sections: 'On Campus' with a checked checkbox 'Research will occur on Campus'; 'Fully Affiliated Teaching Hospitals' with a 'Select hospital:' dropdown menu; 'Other Organizations' with a table header (Name, City, Country) and a '+ Add Other Organizations' button; and 'Field Work Locations' with a table header (Description, Country) and a '+ Add applicable field locations' button. At the bottom of the form, there are 'Delete', 'Save', 'Validate', 'Send to Assistant', 'Previous', and 'Next' buttons.

Select location of the research project.

7. Human Protocols

The screenshot shows the 'Human Protocols' form. The left sidebar is identical to the previous screenshot, with 'Human Protocols' selected. The main content area is titled 'Human Protocols' and includes 'Page Help', 'Previous', and 'Next' navigation links. The form contains several text boxes with instructions: 'Inclusion of human subjects/participants (including surveys, interviews, observations, use of non-public records that contain identifying information, biological materials, interventions or other procedures) requires approval of a protocol prior to the commencement of the research'; '*Human biological materials include tissues, organs, blood, plasma, skin, serum, DNA, RNA, proteins, cells, hair, nail clippings, urine, saliva and other body fluids, embryos, fetuses, fetal tissue, and reproductive materials, human pluripotent stem cells, animal-human hybrids and chimeras'; and '*Human biological materials that may be identifiable or were identifiable at the time of collection, or originated from an Indigenous community, are considered identifiable biological materials'. Below these instructions is a dropdown menu with the label 'Will human subjects/participants be involved in the research?'. At the bottom of the form, there is a note: 'If you require assistance in determining if a human ethics protocol is required, please direct any questions to Research Ethics Coordinator at ethics.review@utoronto.ca'. The bottom of the form features 'Delete', 'Save', 'Validate', 'Send to Assistant', 'Previous', and 'Next' buttons.

If human protocols are involved in the proposed research, enter the protocol information here. Funding will not be released before any required ethics protocol is approved.

8. Animal Protocols

Animal Protocols

The use of animals (i.e. non-human vertebrates or cephalopods) in research or teaching requires an Animal Use Protocol Form prior to the commencement of the project or course.

Are animals used in the research? *

If you require assistance in determining if an AUP is required, please direct any questions to Research Ethics Coordinator at acc.coordinator@utoronto.ca

Delete Save Validate Send to Assistant Previous Next

If animal protocols are involved in this research, enter the protocol information here.

9. Permits

Permits

Does this research utilize any of the following? *

Biological Agents:

Radioactive Materials:

X-Rays:

Lasers:

High Hazard Chemicals:

Animal Pathogens:

Vertebrate Animals or Cephalopods:

Invertebrates:

Plants:

Plant Pathogens:

Soil:

Controlled Drugs:

Cannabis/Cannabinoids:

Items subject to Export Control and/or Controlled Goods Regulations:

Delete Save Validate Send to Assistant Previous Next

If permits are involved in this research, please select relevant ones.

10. Planning/Resources

Identification | Sponsors/Programs | Co-Investigators/Collaborators | Keywords | Location of Research | Human Protocols | Animal Protocols | Permits | **Planning/Resources** | Related Agreements | Document Attachments | Submit Application

Notes (0) | Delete | Save | Validate | Send to Assistant | Previous | Next

Does this proposal involve a contribution by the University to the direct costs? *

Will this project require additional space not presently under your control? *

Is there any construction or renovation involved in this project? *

Could proposed equipment purchases require new/increased utility/renovation or construction costs? *

Equipment purchases may necessitate additional one-time or ongoing expenses, e.g. enlarging openings to allow installation, weight or size restriction for elevators, weight which cannot be supported in the intended location, new or increased utility requirements.

Does this project require/request teaching release? *

Does the budget include a payment for the PI and/or Co-Investigators/Collaborators? *

PLEASE NOTE: This does NOT include applications for Canada Research Chairs or Canada Excellence Research Chairs.

Will you be engaging with an International Partner in your research? *

An International Partner is defined as an entity (e.g. academic, corporate, government or not-for-profit) that is engaged with you in a research, training and/or entrepreneurial collaboration and that is located outside of Canada. It does not matter if the Partner is providing cash or in-kind support (e.g. donation of equipment, access to data, etc). Example include:
The academic institution of co-Investigators
A corporate partner that is sponsoring research and/or providing resources

- “Does this proposal involve a contribution by the University to the direct costs”? Please select “No” if the contribution of the direct costs is from the PI’s own top up. If it’s from other sources, please select “Yes” and specify.
- UTEA awards are valued at a minimum of \$7,500. Of this minimum total, \$5,250 is provided by the University and must be matched by a minimum of **\$2,250 from the student’s supervisor or the academic unit.**

11. Document Attachments

Identification | Sponsors/Programs | Co-Investigators/Collaborators | Keywords | Location of Research | Human Protocols | Animal Protocols | Permits | Planning/Resources | Related Agreements | **Document Attachments** | Submit Application

Notes (0) | Delete | Save | Validate | Send to Assistant | Previous | Next

Upload the application document(s) and any other relevant document(s).
At a minimum the application should include a near final proposal, final budget and budget justification.

[Click on + to add Attachment](#)

FileName	Description	Type	Document Date	Uploaded By
Sample attachment for MR.docx	UTEA application form	Research Application	Feb 14, 2024	Agnus Day Used by RAISE

- The **completed application form** must be attached here. Please ensure it’s the final version and both the student form and the potential supervisor’s form are attached.
- The **student’s unofficial transcript** generated directly from ACORN and verified by department must also be attached at this stage.

12. Submit application

Submit Application

To submit your Application, you must read and agree to the following:

- 1) I have read the Sponsor's terms and conditions and the University's applicable policies and procedures. I am submitting this application in compliance with the Sponsor's terms and conditions and University policies and procedures.
- 2) I will perform and manage this research in accordance with the Sponsor's terms and conditions and the University's policies and procedures.
- 3) I will not perform any research involving the use of human subjects, animals, biohazardous agents, radioactive materials, hazardous chemicals, controlled substances, or controlled goods without prior written approval of the appropriate University committee or other authority.
- 4) I will maintain oversight of all persons who will carry out this research, whether paid or unpaid, and will delegate research responsibilities to them appropriately. I will ensure that they are qualified by education, training, and experience to perform their responsibilities, and will arrange for ongoing training or education as necessary. I will inform them fully of, and ensure that they agree to abide by, the Sponsor's terms and conditions and the University's policies and procedures. As required, I will document their consent of these terms via the "Confidential Information & Intellectual Property" (CIIP) Agreement and retain a signed copy for my records which I will make available to the University upon request. Information on the "CIIP" agreement and access to this form is located here: <https://research.utoronto.ca/research-innovation-agreements/confidential-information-intellectual-property-obligations>
- 5) The information contained in the attached proposal and Application is as complete and accurate as possible.

I have read and agree to the above conditions

Submission is for internal University approval and does not replace submission to the sponsor. Unless otherwise advised, the Principal Investigator is responsible for submission to the sponsor.

- Check "I have read and agree to the above conditions" and submit the application.