A. Log into MROL as a Principal/Co Investigator (with an MRA account)

Researchers with a My Research Application (MRA) account can log into MROL via My Research.


You will be at the My Research log in screen (save this as a bookmark/favourite on your web browser).

Click on the Login to MR button

Enter your UTORid and Password and click on Log in
2. When you log in, you will land on the Welcome page. Click on **My Research**.

3. Click on the **My Research On-line** option on the My Research sub menu.

4. The My Research On-Line main page will display. You can access the sub reports from here.
B. Mark Expense Details As Reviewed

1. Log into My Research and navigate to the main MROL page as in section A, above.

2. The on-line button that should be used by the PI to track the review of expenditure details is found on the Expense Details section of the PI Monthly Report.

Click on the $ Accounts button” to proceed to this report.

This will take you to the “Overview of Research Funding” report which lists the researcher’s Fund Centre (FC) and active research Funds linked to that FC.
3. Click on the Fund number to be reviewed.

4. You are now at the Summary Page of the PI Monthly Report for the CURRENT month. Only past/closed months have the review button (since no more posting activity should occur after your review).

To get to the prior months, click on the orange “Review Prior Months’ Data” button.
5. You will see a report listing prior months starting with the most recent month that has closed and going back another 22 months. This report enables you to track your review of the expense details for this Fund. The “Pending” status indicates that you have not yet clicked on the “Review” button for expenditures posted during that month. Once you have clicked the Review button, the status will display as “Reviewed” and the date on which you pressed the button will appear in the “Date Reviewed” column.

To proceed to the review button, click on the month to be reviewed in the Period column.
You are now on the Summary page of the PI Monthly report as at the end of the month selected for review.

The Review button appears on both of the “Expense Details” reports which can be accessed by clicking on either “Month” or “YTD” (Year to Date - from grant year start to selected period).

6. To review a SINGLE month, click on “Month” under Expense Details.

(Please go to step 11 for instructions on how to review MULTIPLE months at once.)
This will take you to a report showing the details of expenditure postings for the selected month. If the expenditures have not yet been reviewed by the PI, an orange button will display near the upper left corner of the report (Mark this Report as Reviewed).

7. Once you have completed your review of the expenditures on that page, click on the “Mark this Report as Reviewed” button to bring up the confirmation box.

Click on “OK” to confirm the review of the selected period.
The review button will be replaced by the term “Reviewed”, and you have completed your review!

8. Click on the browser back button once to go back to the Summary page.
9. On the Summary page, click on “Back to MROL” to review another Fund, or on the “Review Prior Months’ Data” button to review another period in the same Fund.

10. If you go back to “Review Prior Months” you will see that the status of the newly reviewed month will have changed to Reviewed. You can now click on the next month to be reviewed or leave the Fund by clicking on Back to MROL.
11. To review across MULTIPLE months (from Grant Year Start to selected period), click on the YTD option under Expense Details.

You will see a report showing all expenditures posted from the grant year start to the period selected.
12. When you are ready to mark the expenditures as reviewed, click on the **Mark this Report as Reviewed** button to bring up the confirmation box. The message will identify the full range of months being reviewed.

Click on the OK button to confirm your review of that period.

The button will be replaced by the term “Reviewed” and you have completed your review!
13. Click on the browser back button once to go back to the Summary page.

14. On the Summary page, click on “Back to MROL” to review another Fund, or on “Review Prior Months’ Data” button to review another period in the same Fund.
15. If you go back to “Review Prior Months” you will see that the status of all months in the range just reviewed will have changed to Reviewed. You can now click on the next period to be reviewed or leave the Fund by clicking on Back to MROL.

If you have any questions on this process or other function in MROL, please contact the RAISE Helpline at 416-946-5000 or raise@utoronto.ca