



## University of Toronto – My Research Applications (MRA)

### Internal process for trainee research award applications in Health and Life Sciences

If you are a U of T trainee in Health and Life Sciences who is planning to apply for a sponsored research award that requires institutional support, then please note that the U of T [Research Services Office \(RSO\)](#) has an internal component that must be completed before your final application can be submitted to the sponsor.

#### MY RESEARCH APPLICATIONS (MRA)

All research funding applications at U of T (with a few exceptions) require an application to be created through [My Research Applications \(MRA\)](#). Prior to the sponsor's deadline for final applications, trainees are required to ask their supervisors to submit an MRA on their behalf, as RSO is unable to approve applications or offer institutional signatures unless an MRA has been submitted and approved by the administering department (note that the MRA is separate from the final application submitted to the sponsor by trainee applicants).

Please see the RSO funding opportunities board postings of the CIHR [Doctoral Research Award](#) or [Fellowship](#) competitions for examples of this process, and for a list of FAQs.

#### CONTACT – Research Services Office

Additional questions can be directed to Mark Bold (U of T Research Funding Administrator, Health and Life Sciences, RSO) at [mark.bold@utoronto.ca](mailto:mark.bold@utoronto.ca) or 416-978-2495.

#### CHECKLIST FOR U of T APPLICANTS

*After deciding to apply for a sponsored research award competition (and confirming your eligibility to apply for it), applicants applying with U of T as the "Institution Paid" should follow the following steps to satisfy the internal U of T requirements for such award applications:*

- STEP 1:** Begin sponsor application and request MRA from supervisor.
  - STEP 2:** Send draft application or research proposal to supervisor for upload into MRA, along with any required signature page. Also forward any signature page to RSO.
  - STEP 3:** Supervisor submits MRA prior to internal U of T deadline (usually one week before sponsor deadline). MRA is reviewed/approved by department and forwarded to RSO.
  - STEP 4:** RSO reviews/approves MRA, signs signature page, and sends signature page back to applicant.
  - STEP 5:** Applicant finalizes sponsor application and submits to sponsor before final deadline.
- **E-approvals:** For applications that require e-approvals (rather than traditional institutional signatures), applications submitted to sponsor will be routed to RSO for final approval.