

TIPSHEET: UNIVERSITY OF TORONTO EXCELLENCE AWARD (UTEA) SUBMITTING AN APPLICATION VIA MRA

OVERVIEW

My Research Applications & Agreements (MRA) is the automated system for the internal review and endorsement of research funding applications made by a PI to a sponsor. For the 2025 UTEA program, the PI (Supervisor) needs to submit an MRA with the [application form uploaded](#).

PROCESS TIPS

PI (Supervisor) to log in to the [My Research Applications & Agreements \(MRA\)](#) system:

- Click *My Research > Applications & Agreements > Funding Applications > My Applications*.
- Select **'Create New Application'** button.

Navigate through application portal and **complete all fields/sections as required**.

Below are key fields that should be completed for UTEA applications as instructed.

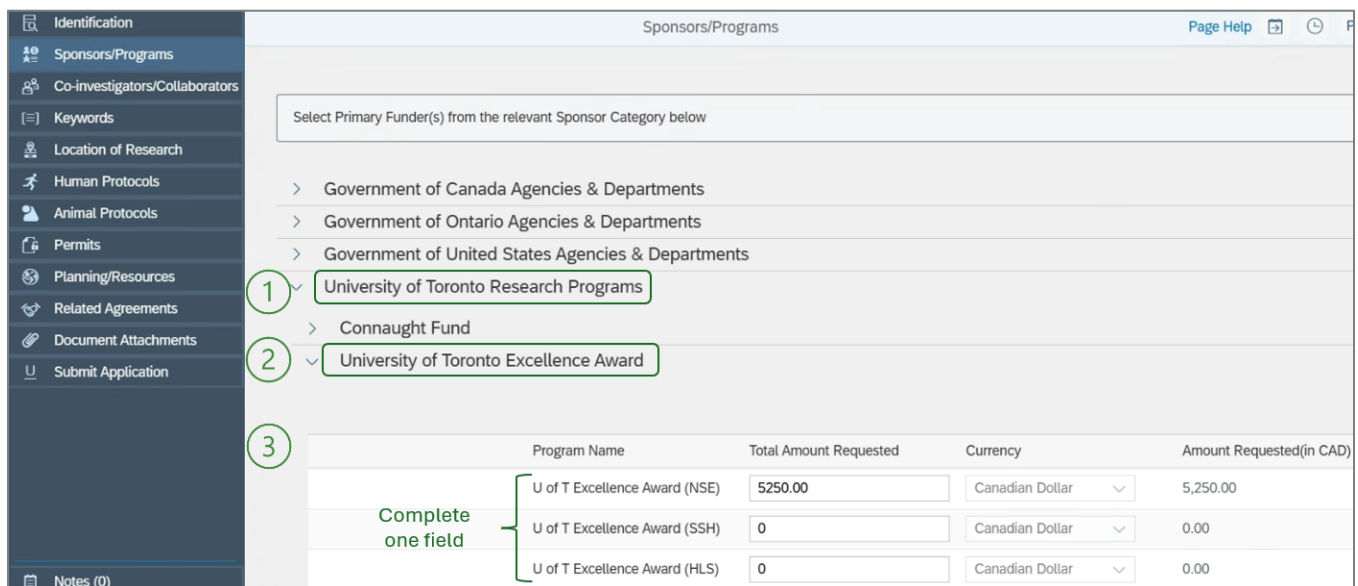
Lead institution: U of T

Student/Fellow Name: Ensure field is completed. If supervising 2 UTEA students, 2 separate MRAs are required.

Sponsors/Programs:

- **Note: Central university funding – amount requested: \$5,250**
- Select **'University of Toronto Research Programs'** dropdown
- Select **'University of Toronto Excellence Award'** dropdown
- Enter funding amount in **one** of the following program fields:
 - University of Toronto Excellence Award (**NSE** – natural sciences & engineering)
 - University of Toronto Excellence Award (**SSH** – social sciences & humanities)

University of Toronto Excellence Award (**HLS** – health & life sciences)



Program Name	Total Amount Requested	Currency	Amount Requested (in CAD)
U of T Excellence Award (NSE)	5250.00	Canadian Dollar	5,250.00
U of T Excellence Award (SSH)	0	Canadian Dollar	0.00
U of T Excellence Award (HLS)	0	Canadian Dollar	0.00

Planning/Resources:

- **Note: Divisional match – minimum amount: \$2,250**
- Respond 'Yes' to 'Does this proposal involve a contribution by the University to the direct costs?'
 - Select 'Click on + to add Direct Cost' button to add all sources of **U of T's contribution(s)**.
- Central award must be matched by a minimum of \$2,250 from the student's supervisor or the academic unit. Any supplement above this level may be set at the supervisor's or department's discretion.
- Type of Contribution: **Cash**

The screenshot shows the 'Planning/Resources' form. A dropdown menu is set to 'Yes' for the question 'Does this proposal involve a contribution by the University to the direct costs?'. Below this, a table is shown with columns for Amount, Source, Type of Contribution, and Nature of Contribution. A button 'Click on + to add Direct Cost' is highlighted. A modal window titled 'Add Contribution' is open, showing the following fields:

- Amount: 2250.00
- Source: (Please provide PI or Divisional funding source)
- Type of Contribution: Cash
- Nature of Contribution (in-kind only):

Attachments: Upload the completed UTEA application form.

The screenshot shows the 'Document Attachments' form. It prompts the user to upload the application document(s) and any other relevant document(s). A button 'Click on + to add Attachment' is highlighted. Below this, a table lists the attached documents:

FileName	Description	Type	Document Date
UTEA application form parts 1 and 2.docx	UTEA application form	Research Application	Mar 14, 2025

Once you submit your MRA, it will route electronically to the appropriate internal approvers as determined by the system (Chair, Dean, etc.), ending at the Research Services Office.

- If your MRA is returned, please revise and resubmit it.

ADDITIONAL RESOURCES

MRA HELPDESK

Mon - Fri 9:00 AM - 5:00 PM

(416) 946-5000

RAISE@utoronto.ca

VPRI GUIDES

[My Research Applications & Agreements \(MRA\)](#)

[My Research Applications – User Guide](#)

[How to Submit an Application Through MRA | Apply for Funding](#)

DIVISIONAL CONTACTS

[University Registrar's Office – University of Toronto Excellence Award \(UTEA\)](#)

RSO CONTACTS

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