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**.

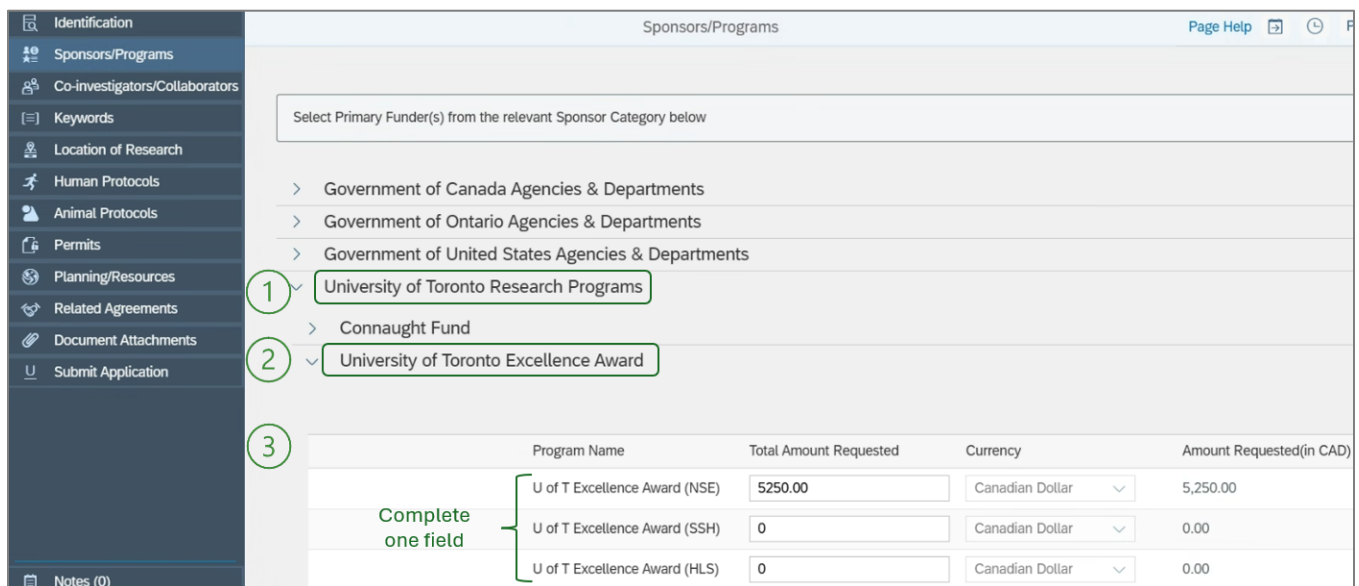Below are key fields that should be completed for UTEA applications as instructed.

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)

Planning/Resources:

- Note: Divisional match – minimum amount: **$2,250 see Temerty Medicine match requirement**
- 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**

Attachments: Upload the completed UTEA application form.

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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