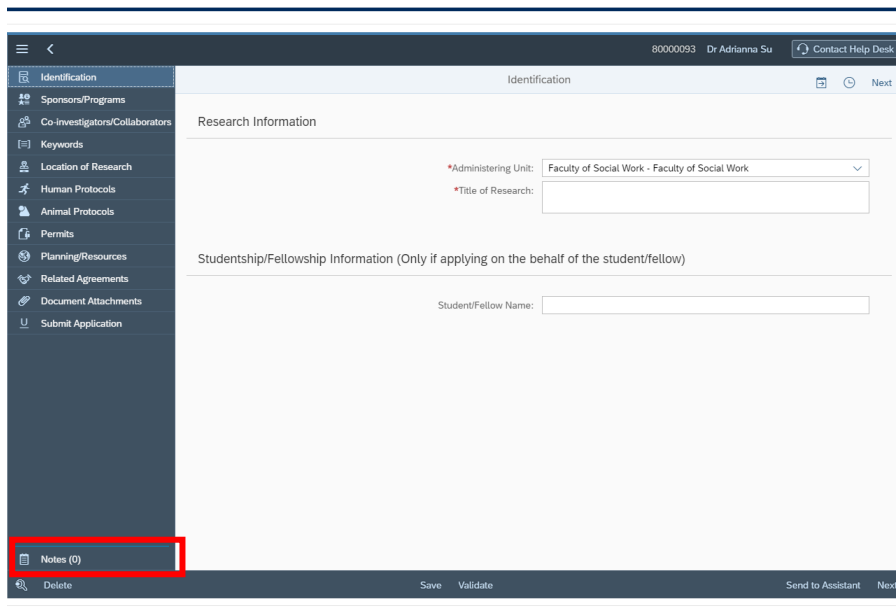


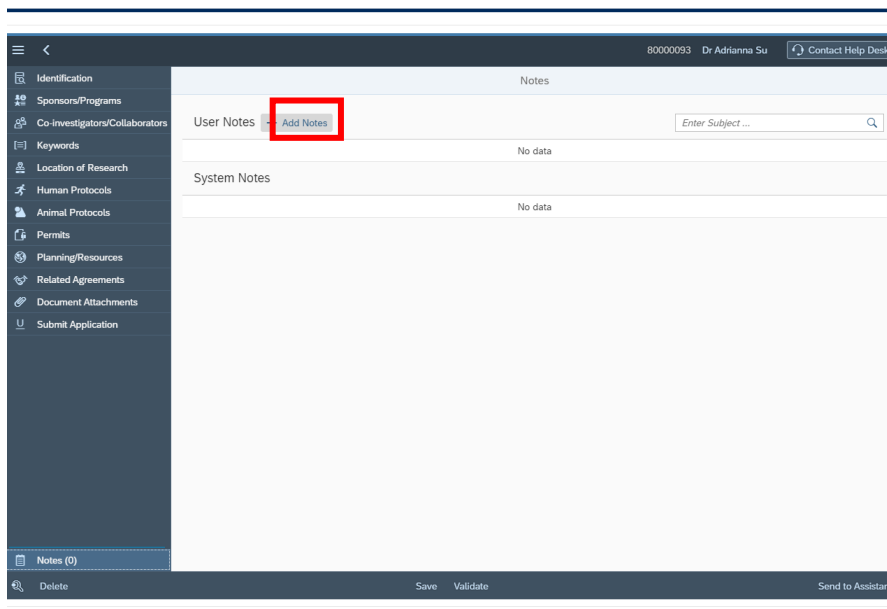
## My Research Applications &amp; Agreements (MRA) Tip Sheet: Adding Notes Feature

1. Users may add notes before and/or after submitting a funding application by clicking the "Notes" button in the application record. The note will be saved permanently on the application record.



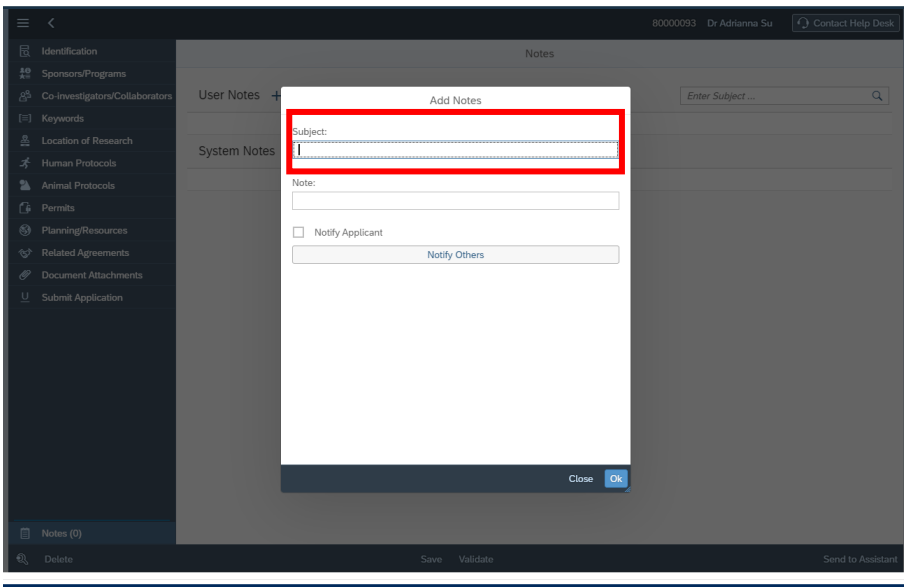
The screenshot shows the 'Identification' tab of the MRA application record. The left sidebar contains a list of application sections: Identification, Sponsors/Programs, Co-Investigators/Collaborators, Keywords, Location of Research, Human Protocols, Animal Protocols, Permits, Planning/Resources, Related Agreements, Document Attachments, and Submit Application. The 'Notes (0)' button is highlighted with a red box. The main content area shows the 'Research Information' section with fields for 'Administering Unit' (Faculty of Social Work - Faculty of Social Work) and 'Title of Research'. Below this is the 'Studentship/Fellowship Information' section with a 'Student/Fellow Name' field. The bottom of the page has a navigation bar with 'Delete', 'Save', 'Validate', 'Send to Assistant', and 'Next' buttons.

2. To add a user note, click "Add Notes".



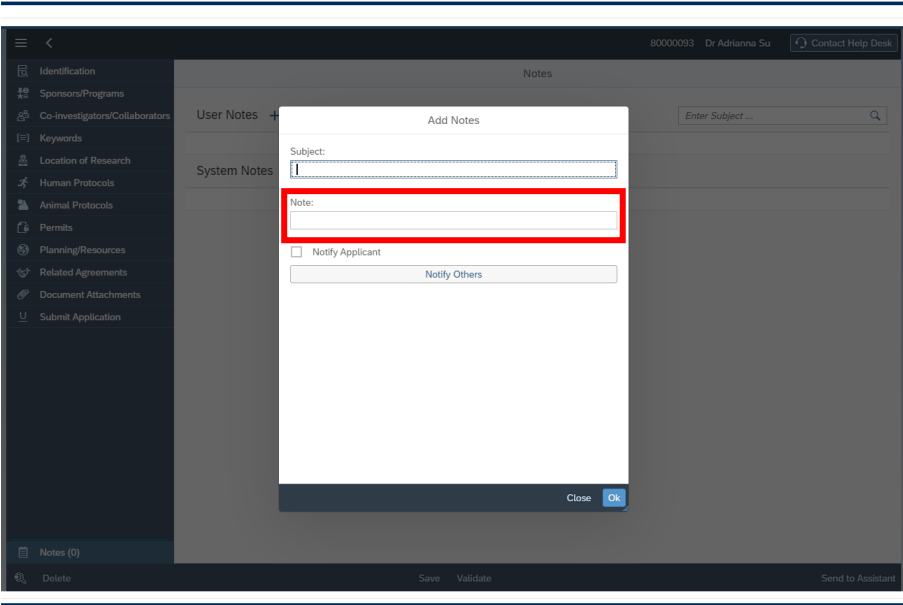
The screenshot shows the 'Notes' tab of the MRA application record. The left sidebar is the same as the previous screenshot. The main content area shows the 'Notes' section with a search bar labeled 'Enter Subject ...'. Below the search bar are two sections: 'User Notes' and 'System Notes'. The 'Add Notes' button is highlighted with a red box. The bottom of the page has a navigation bar with 'Delete', 'Save', 'Validate', and 'Send to Assistant' buttons.

### 3. Enter the subject in the Subject Field.



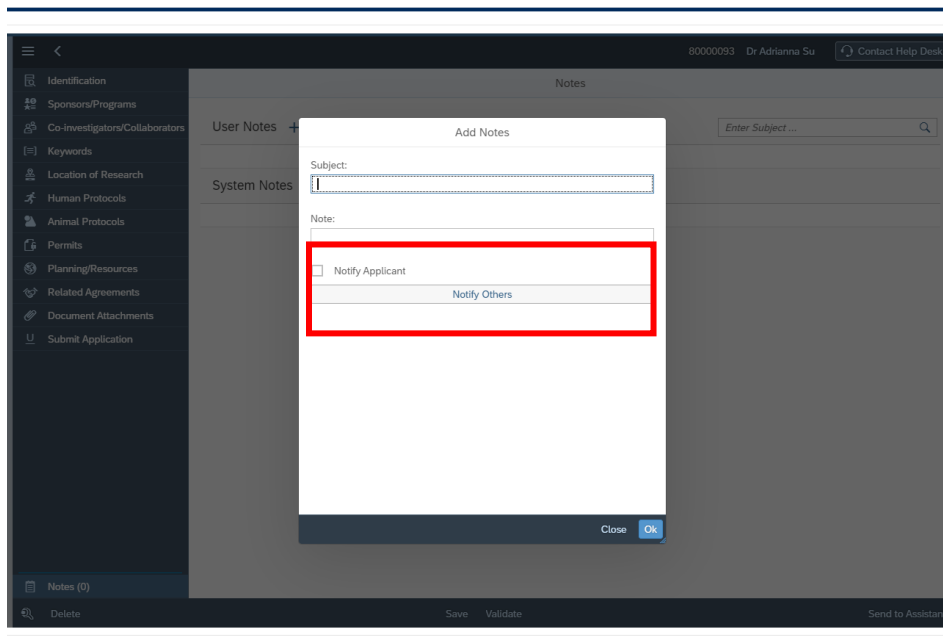
The screenshot shows a web application interface with a sidebar menu on the left containing items like Identification, Sponsors/Programs, Co-investigators/Collaborators, Keywords, Location of Research, Human Protocols, Animal Protocols, Permits, Planning/Resources, Related Agreements, Document Attachments, and Submit Application. The main area is titled 'Notes' and contains 'User Notes' and 'System Notes' sections. A modal dialog box titled 'Add Notes' is open in the center. Inside this dialog, the 'Subject:' text input field is highlighted with a red rectangle. Below it is a 'Note:' text area, a checkbox for 'Notify Applicant', and a 'Notify Others' button. At the bottom of the dialog are 'Close' and 'Ok' buttons. The background interface shows a top bar with the user ID '80000093', the name 'Dr Adrianna Su', and a 'Contact Help Desk' link. At the bottom of the main window are buttons for 'Delete', 'Save', 'Validate', and 'Send to Assistant'.

### 4. Enter the note in the Note Field.



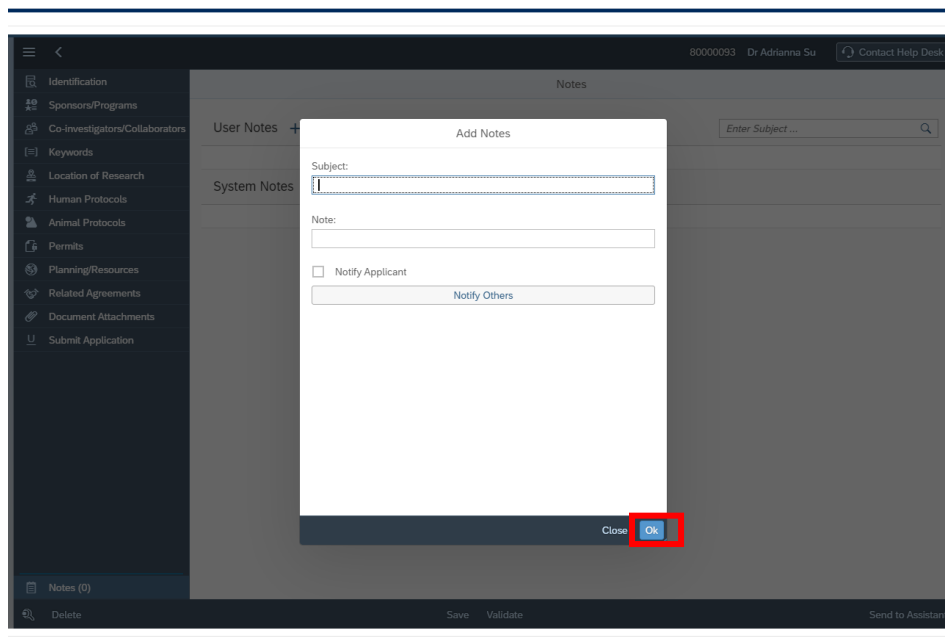
This screenshot is identical to the previous one, showing the 'Add Notes' dialog box. However, in this image, the 'Note:' text area is highlighted with a red rectangle instead of the 'Subject' field. All other elements of the interface, including the sidebar, main content area, and top/bottom bars, remain the same.

5. Users reviewing the funding application may add notes and choose to notify the applicant or other users.



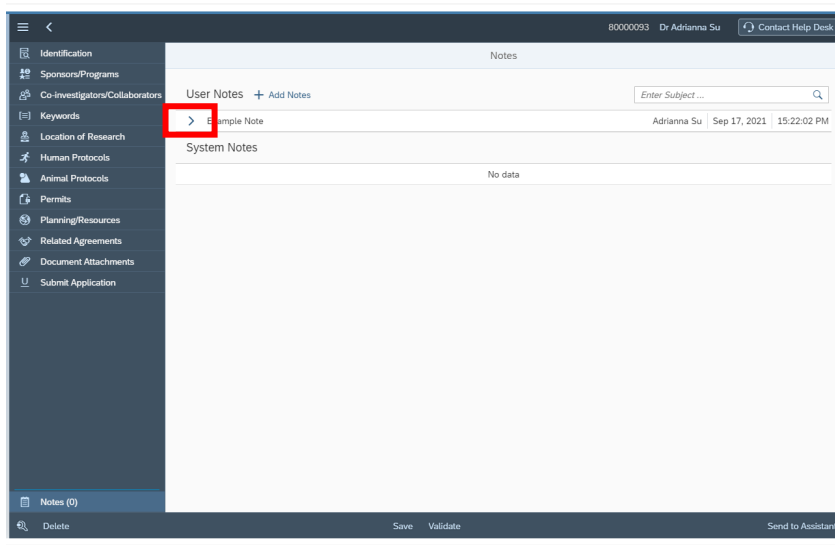
The screenshot shows a web application interface with a sidebar menu on the left containing items like Identification, Sponsors/Programs, Co-investigators/Collaborators, Keywords, Location of Research, Human Protocols, Animal Protocols, Permits, Planning/Resources, Related Agreements, Document Attachments, and Submit Application. The main area is titled 'Notes' and has a search bar. A modal dialog box titled 'Add Notes' is open in the center. It has a 'Subject' field with a dropdown arrow, a 'Note' text area, and two checkboxes: 'Notify Applicant' (checked) and 'Notify Others' (unchecked). At the bottom of the dialog are 'Close' and 'Ok' buttons. The 'Ok' button is highlighted with a red box.

6. Click Ok to add the note.



This screenshot is identical to the previous one, showing the 'Add Notes' dialog box. The 'Ok' button at the bottom right of the dialog is highlighted with a red box, indicating the next step in the process.

7. To view the note, click the drop-down arrow next to the note title.



For questions on My Research Applications & Agreements (MRA), please reach out to the RAISE Help Desk:

- By Email: [raise@utoronto.ca](mailto:raise@utoronto.ca)
- By Phone: (416) 946-5000