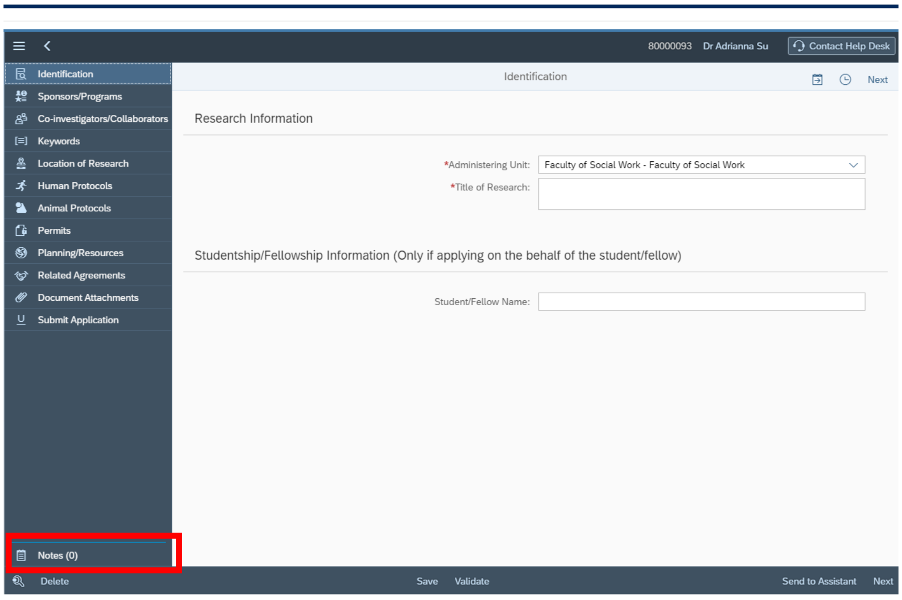
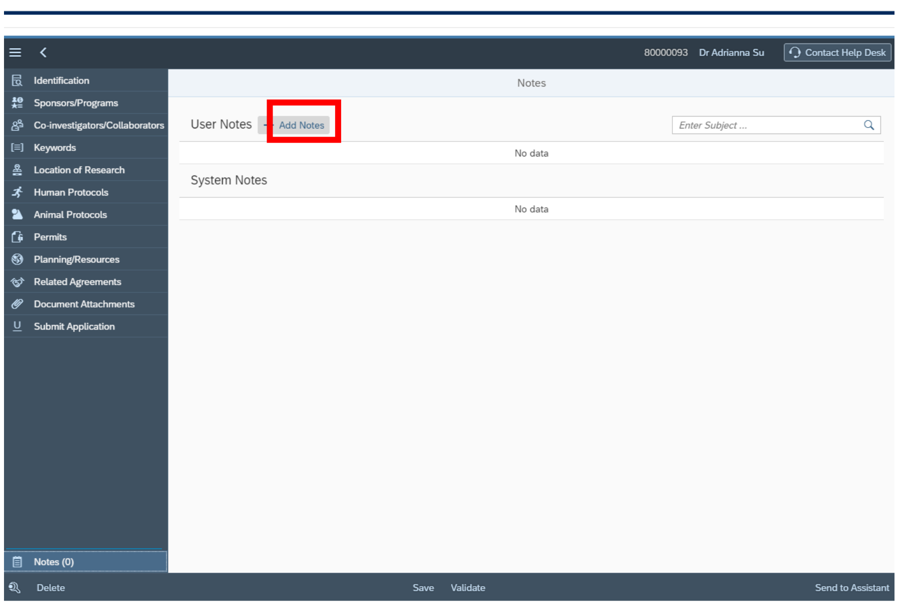
My Research Applications & Agreements (MRA) Tip Sheet: Adding Notes Feature

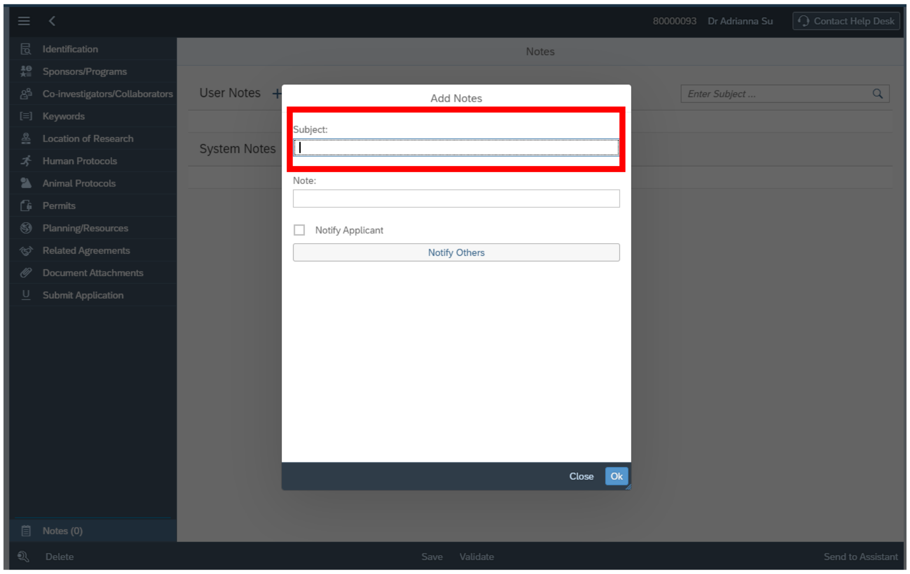
1. Users may add notes before and/or after submitting a funding application by clicking the "Notes" button in the application record. The note will be saved permanently on the application record.



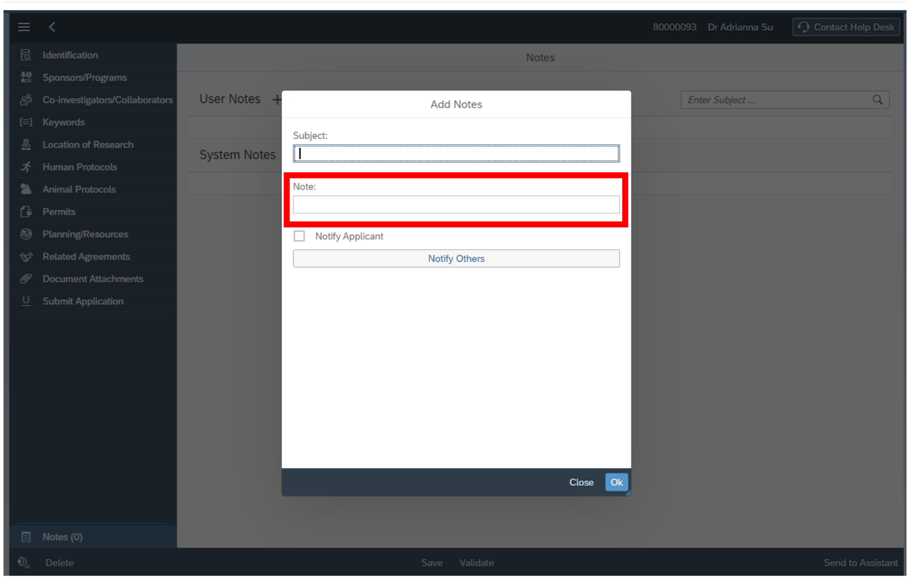
2. To add a user note, click “Add Notes”.



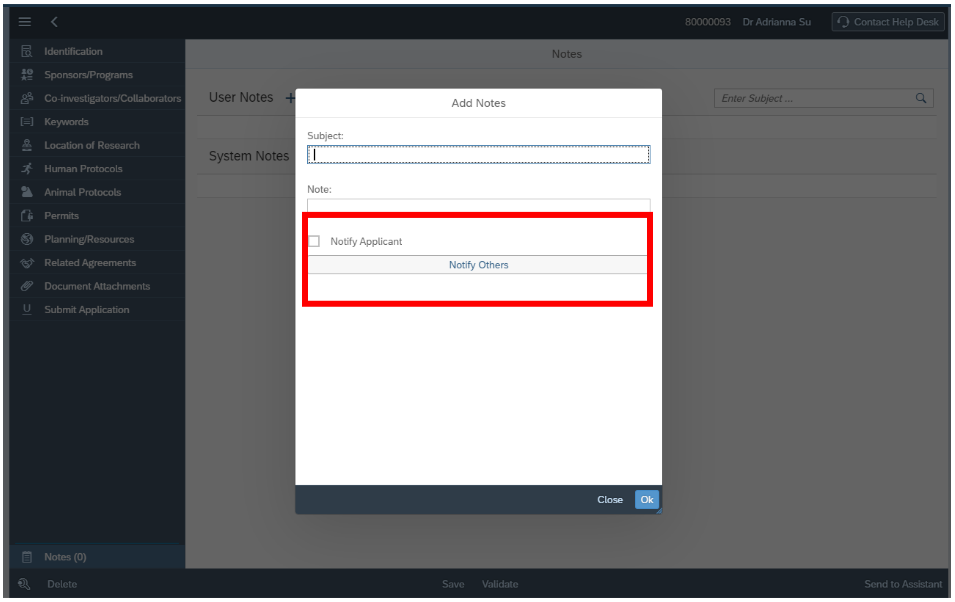
3. Enter the subject in the Subject Field.



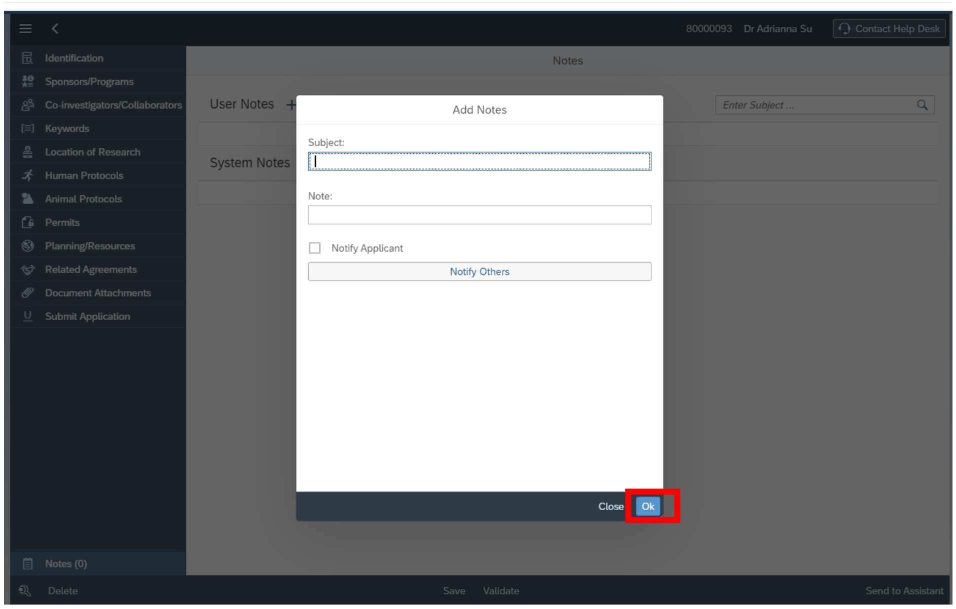
4. Enter the note in the Note Field.



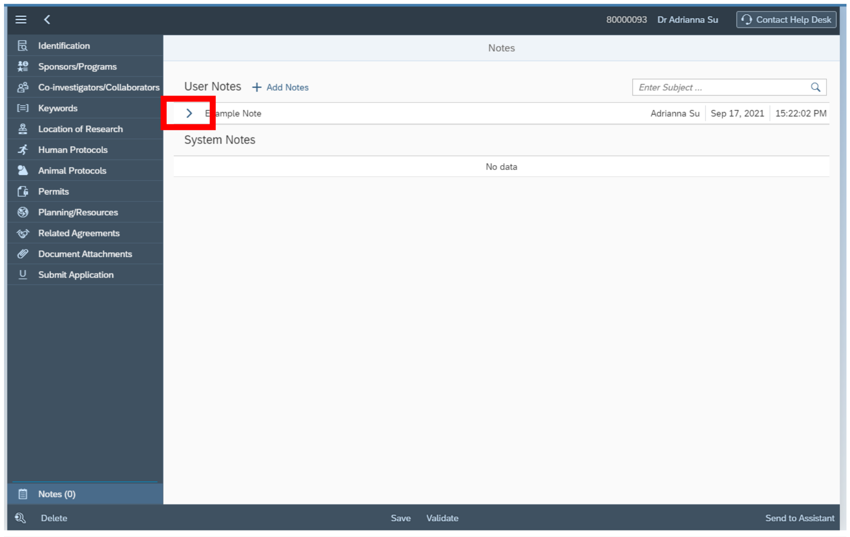
5. Users reviewing the funding application may add notes and choose to notify the applicant or other users.



6. Click Ok to add the note.



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
- By Phone: (416) 946-5000