

## Required Signatures for CIHR Research Award Applications

### **Signatures required for your application:**

- Your supervisor
- Institution Paid - i.e., the institution that will administer the CIHR funds, i.e., UofT or a hospital/research institute

If the award is to be paid through UofT (not a hospital) and the research being conducted is primarily at U of T, then, U of T's Research Services Office signs as "Institution Paid" and "Research Institution" via MRA. See 'Steps to obtain UofT institutional signature only' below.

If the location of research is at an affiliated institution (i.e., a hospital or research institution), then you must obtain the physical signatures from your supervisor and the research office of that affiliated institution. The signed signature pages and routing slip must be uploaded to ResearchNet as part of your application.

### **Steps to obtain e-Approval of UofT institutional signature only:**

1. When submitting a CIHR funding application for signature to the UofT Research Services Office (RSO), students should inform their supervisor well in advance that an MRA application must be created in [MRA](#) to correspond with your application made through ResearchNet.
2. Please be aware that RSO can only give e-approval to an application after an MRA application is received under the name of your supervisor.
3. Approximately two weeks before the application deadline, forward to your supervisor the Signature Pages (including routing slip) from ResearchNet and a copy of your ResearchNet application (at the very minimum your research proposal). Your supervisor should email the signed signature page to you to scan and upload as part of your application in ResearchNet.
4. Your supervisor must complete the MRA application. A PDF copy of your ResearchNet application and the signature pages (includes the signature page with your supervisor's signature, the institutional signature page (blank) and routing slip) must be attached to the MRA application.
5. Once completed, the MRA application will be electronically routed for e-approvals to DLSPH and then on to RSO.
6. Once the MRA application is approved by DLSPH and RSO, the signature pages will be uploaded directly to CIHR via ResearchNet by RSO.
7. An email notification will be sent to your supervisor once the MRA application is approved.