The Dashboard tab is your home base when you log into UT Research Management Suite. The Create button just beneath the Dashboard tab is where you can launch an agreement request.

My Inbox displays a sortable list of all items awaiting your action to move them forward in the workflow. My Reviews displays items awaiting Ancillary Review, if applicable.

Recently Viewed, located beneath the Create button, provides quick access to the records where you have most recently been active.

You can also select the Agreements tab next to Dashboard to open the Agreements Workspace (more about this below).

The Agreements Workspace is the management hub for all of your non-funded agreements. You click the Agreements tab to the right of the Dashboard tab to arrive here. From this area, you can launch an agreement request using the Create Agreement button at left.

The remainder of the workspace displays all your agreements records in sortable lists, tabbed according to their current state of review/activation (Unassigned, New, etc.).

The Export button to the right allows you to move any of these record lists to a csv file. Reports and Help Center materials related to Agreements can be found under the sub-tabs on the second tier of the top menu bar.

For more information, visit the Frequently Asked Questions page on our website: research.utexas.edu/eraproject/FAQs.