



# University of Pittsburgh

*Office of Research*

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## MEMORANDUM

To: University Research Community  
From: Office of Research  
Date: September 5, 2003  
Re: Subaccount Documentation for Research Proposals

In an effort to streamline the proposal process, the Office of Research will accept (effective immediately) the below email confirmation format in lieu of stock 136s (Form 0136s) for subaccounts for **New and NIH Competing Continuations**. This is the minimum requirement for the email confirmation; however, additional information may be added at the discretion of the Departments.

The Subaccount Department Administrator should email the Master Department Administrator the below email to confirm their agreement to participate in the project. **Please do not forward these approval emails to your designated G&C Officer.** The Master Department is charged with coordinating all subaccount approval emails. These emails must be presented with the Master Stocks (master Form 0136s) at time of submission to the Office of Research.

Remember: The Master Stock 136 (master Form 0136) must encompass all information relevant to the entire project including subaccount information (i.e. Human Subjects, Animals, Recombinant DNA, etc.).

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The information below indicates our agreement to participate on this project and understand that a subaccount will be issued, if awarded. We further agree to submit all the necessary paperwork to initiate this subaccount prior to establishment of account number(s).

Investigator Name(s)/Percent of Effort:

Area/Department Number:

Agency:

Title of Project: