

**University of Pittsburgh – Office of Research
Subcontract/CSA Request Procedures
(when subcontract is NOT initially approved by sponsor)**

Step 1: The PI/Department completes Subcontract/Contracted Services Agreement Form (found at: <http://www.pitt.edu/~offres/subcon.html>), and sends it to the Office of Research for review and generation of a subcontract or contracted service agreement.

If the **PRIMARY** source of funding is a ***Grant, Non-profit or Cooperative Agreement*** please email the completed form and attachments to: ORSUBCSA@PITT.EDU .

If the **PRIMARY** source of funding is a ***Federal Contract*** please email the completed form and attachments to: ORFEDCON@PITT.EDU .

If the **PRIMARY** source of funding is a ***Corporate Sponsor*** please email the completed form and attachments to: ORCONTRACTS@OFFRES.PITT.EDU.

Step 2: The Office of Research checks the information within the form and compares the information to the sponsored project award that will fund it.

Step 3: If the subcontract was not initially approved by the sponsor, the PI will need to do one of two things:

1. If the University is given authority under the terms of the award to approve a new subcontract without the sponsor's review and approval, a University UPAS (PHS awards), or OPAS (NSF Awards) form will need to be completed and submitted. The University UPAS and OPAS forms can be found on the Office of Research website at: http://www.pitt.edu/~offres/forms/prior_intro.html.

2. If the University is NOT given the authority under the terms of the award to approve a new subcontract, the department and PI will need to generate a written request to the sponsor to be signed by the PI, Department Chair, Dean, and Director of the Office of Research. In most cases both subcontracts and contracted services agreements are treated consistently as third party arrangements requiring approval from the sponsor.

Step 4: Once approval is obtained either through a UPAS/OPAS, or approval letter from the sponsor, the Office of Research generates a draft agreement. The draft agreement is sent back to the department administrator via e-mail for review and e-mail approval by department.

Step 5: The draft agreement is sent back to OR with further changes, or with an approval to finalize the draft. E-mail approval by the department administrator will be accepted.

Step 6: The draft agreement is finalized. If there are many changes requested to the draft, the document may be e-mailed back to the department for further review.

Step 7: OR sends the finalized agreement to the third party (either entity or individual).

Step 8: The partially signed agreement is sent back to OR, and either negotiated further, or executed.

Step 9: The executed subcontract is uploaded to the InfoEd record, with an executed copy back to the contractor.