

**University of Pittsburgh – Office of Research
Subcontract/CSA Request Procedures
(when subcontract is 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 e-mails 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 all information is confirmed, the Office of Research generates a draft subcontract or contracted services agreement.

Step 4: The draft agreement is sent back to the department administrator via e-mail for review and email 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.