

**University of Pittsburgh – Office of Research**  
**Subcontract/CSA Request Procedures under Research Related (non entity 05) Projects**

Step 1: The PI/Department completes the Research Related 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. THE FORM SHOULD BE E-MAILED TO [ORSUBCSA@PITT.EDU](mailto:ORSUBCSA@PITT.EDU) UPON COMPLETION.

Step 2: The Office of Research will review the submission form and generate a draft subcontract or contracted services agreement.

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

Step 5: If no changes are required to the draft, the department will be instructed to finalize the agreement by printing out three copies to send to the third party (either entity or individual).

Step 6: The third party will sign and send back each partially executed original to be signed by the Office of Research. The Office of Research will retain one original.

Step 7: Two original copies of the executed agreement will be provided back to the department. One original is to be sent to the third party while the second original should be retained by the department.