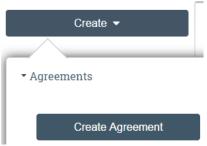# Creating an Outgoing Subaward Request

Outgoing subawards are requested and routed to the Office of Sponsored Programs Subaward Team via MyRA. To learn more about subawards, including help in determining subrecipient vs. services agreement (contractor) relationships please visit https://www.osp.pitt.edu/subawards.

SmartForms

Basic Information

Subaward and Subrecipient Information

Sponsor, Project, and Scope of Work

Period of Performance and Budget

Intellectual Property (IP) Information

Human Subjects Research

Animal Research and rDNA Information

Materials

Data

Subrecipient Reporting and Prior Approval

Additional Information

1. To start the process, log into MyRA with your University of Pittsburgh computing credentials. If you do not have a MyRA profile complete the self-registration. You will be notified once your account is established. Begin by selecting Create Agreement.

2. Complete the **Basic Information SmartForm**. Select Outgoing Subaward as the Agreement Type.

Agreement Type: ❓
- ○ Material Transfer Agreement (MTA)
- ○ Confidentiality / Non-Disclosure Agreement (CDA/NDA)
- ○ Data Use Agreement (DUA)
- ○ Not Sure/Other
- ● Outgoing Subaward

3. Complete the **Subaward and Subrecipient Information** SmartForm.
   a. Click +Add to select the recipient Contracting Party along with the required contact information. If the Contracting Party is not available to select check the box to indicate as such and then provide the subrecipient name:

Subrecipient: 🗨
University of Hawaii ⋯ ✖

Check this box if you cannot find the Subrecipient:

Provide the name of the Subrecipient: 🗨

Subrecipient Principal Investigator: 🗨

Project/Performance site Location: 🗨
Subrecipient Central Office Contact Information: 🗨

* Is subrecipient a Domestic or Foreign Entity? 🗨
- ● Domestic Entity
- ○ Foreign Entity

   b. Indicate if there is a financial relationship with any of the subrecipients. If there is, you will be prompted to explain the relationship:

* Do you have a financial relationship with any of the Subrecipients listed above that is or should be disclosed on your University of Pittsburgh Conflict of Interest disclosure form?🗨
○ Yes ● No Clear

c. Describe the prime source of funding for the project:

* Prime Award Source of Funding:[
● Federal Grant/Cooperative Agreement
○ Non-Profit Agreement
○ Federal Contract
○ Corporate Contract
○ Internally Pitt Funded (02 or 04 acct)

d. Has approval to issue a subaward been received from the sponsor? Select the appropriate budget format.

* Was this subaward approved by the Sponsor?[
● Yes ○ No Clear

* Cost Reimbursable or Fixed Price:🗨
● Cost Reimbursable
○ Fixed Price

e. Is this an active Pitt project?

* Has the project number been updated for the current budget period ("activated")?
○ Yes ● No Clear

f. Is the project currently in an Advance Account state?

* Was this account opened with an Early Account Request / Advanced Account Request?[
○ Yes ● No Clear

If the account was opened with an Advanced Account Request, you will be asked if the award has now been received.

* Is this subaward being issued under a supplement account?
○ Yes ● No Clear

If the subaward is being issued under a supplement you will be required to provide the master account number associated with the AWD.

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4. Complete the **Sponsor, Project, and Scope of Work** SmartForm.

   a. Provide the name of the project's prime sponsor. Use progressive text or the advanced search option.

   * Sponsor Name:

   [   ] [...]

   b. Provide the Sponsor Award ID and the Project Title.

   * Sponsor Award ID:

   [1R01CA123456]

   * Project Title:

   [An Outgoing Subcontract for a MyFunding Award.]

   c. Indicate if this is a Multi-PI Award. If so, you will need to provide an MPI Leadership Plan.

   * Is this a Multi-PI award?

   ○ Yes ● No Clear

   d. Who's FCOI policy will be followed?

   Which Financial Conflicts of Interest policy will be followed?

   ● Pitt
   ○ Subrecipient

   e. Provide the MyFunding ID number.

* MyFunding ID#:

AWD1234567

f. Use the Upload activity to provide the award or agreement.

* Attach prime notice of award or executed agreement:

[None]   ⬆ Upload

g. Provide the Project ID.

* University Project ID#

12345

h. Indicate if the project is FFATA reportable and if it is designated as R&D.

* Is this FFATA Reportable? 💬
● Yes ○ No Clear

* Is this award designated as R&D?
● Yes ○ No Clear

i. Choose the Pitt financial contact and enter the address for invoicing.

* Pitt Financial Contact: 💬

Eric Larson ⋯ ✖

* Pitt Address For Invoices:

j. Attach a Scope of Work or enter it via the text box.

* Scope of Work attached or entered below?
○ Attached
● Entered Below
Clear

* Brief Scope Of Work: 💬

k. Select all items that are in scope for the Subaward. There will be subsequent SmartForms that will need to be completed for some items that are included in the scope.

Select all items that are in scope for this Subaward 💬
- ☑ Preexisting/Background IP is used as part of this collaboration
- ☑ Human Subject Research
- ☑ Human Subjects Exempt
- ☑ Animal Research
- ☑ rDNA Research
- ☑ Material Transfer
- ☑ Data Sharing

l. Select any previously established **MyRA** agreements related to the subaward.

Select any agreements related to this subaward:

[   ] [•••]

5. Complete the **Period of Performance and Budget** SmartForm.

a. Provide the Start and End Date of the subaward.

* Subaward Period of Performance Start Date:

[7/1/2023] 📅

* Subaward Period of Performance End Date:

[6/30/2024] 📅

b. If this request is being completed to provide additional funding provide that amount:

* Additional funding this action: 💬

[$0.00]

c. Indicate if the contract is incrementally funded and if the site has provided cost sharing. If there is cost sharing you will be prompted to enter the amount:

Incrementally funded?: ⃞ ○ Yes ● No Clear

* Has the site committed to providing cost sharing? ⃞ ○ Yes ● No

d. Provide the indirect cost rate and base type:

* Indirect cost rate: ⃞

66%

* Indirect cost base: ⃞

MTDC ▼

e. Attach or enter a budget. Break the budget down by direct and indirect costs:

* Budget attached or entered below?: ⃞
● Attached
○ Entered Below
   Clear

* Attach Budget for current budget period:

[   ] Choose File

* Direct Costs: ⃞

[   ]

* Indirect Costs: ⃞

[   ]

f. Describe the treatment of Program Income:

* Treatment of Program Income:
● Additive
○ Other

6. If it was indicated on the Sponsor, Project, and Scope of Work SmartForm that Preexisting/Background IP is used as part of this collaboration you will complete the **Intellectual Property (IP) Information** SmartForm.

   a. Identify who owns the background IP and provide a description of the background IP:

   * Identify who owns the background IP:
   - ☑ Pitt
   - ☐ Subrecipient

   * Provide a description of the background IP:

7. If it was indicated on the Sponsor, Project, and Scope of Work SmartForm that Human Subject Research is part of this collaboration you will complete the **Human Subjects Research** SmartForm.

   a. If available attach the Pitt and Subrecipient IRB approval. If it is not available you will be prompted to provide an explanation for not having IRB protocol approval at this time:
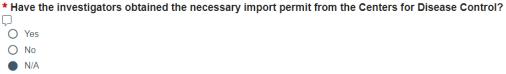
   * Pitt IRB approval Attached?
   ○ Yes ● No Clear

   b. Will a single IRB (sIRB) be used? If so, you will need to indicate who will serve as designated sIRB:

   * Will a single IRB (sIRB) be used?
   ○ Yes ● No Clear

   c. Indicate where the clinical research will be performed:
   Where will clinical research be performed?
   - ☑ Pitt/UPMC
   - ☐ Domestic third-party
   - ☐ Foreign third-party

d. Indicate if an import permit from the Centers for Disease Control is required, obtained or not obtained, or if this is not applicable. If it was obtained it will have to be attached:

* Have the investigators obtained the necessary import permit from the Centers for Disease Control?

- ○ Yes
- ○ No
- ● N/A

e. Are human samples being received? If so, additional details will be requested:

* Will you be receiving human samples?

○ Yes ● No Clear

f. Is the subrecipient a clinical trial site? If so, indicate if the study drug be provided at no cost to the subrecipient:

* Is the subrecipient a clinical trial site?

○ Yes ● No Clear

8. If it was indicated on the Sponsor, Project, and Scope of Work SmartForm that Animal Research and/or rDNA is part of this collaboration you will complete the **Animal Research and rDNA Information** SmartForm.

a. Indicate if IACUC and/or rDNA approvals will be attached or explained why they are not attached in the text box:

* Pitt IACUC approval attached?

○ Yes ● No Clear

* Explain why IACUC approval not attached:

The approval is pending.

* rDNA Committee approval attached?

○ Yes ● No Clear

* Explain why rDNA Committee approval not attached:

The approval is pending.

9. If it was indicated on the Sponsor, Project, and Scope of Work SmartForm that a Material Transfer is part of this collaboration you will complete the **Materials** SmartForm.

    a. Indicate if the materials are being received and/or sent:

    Select the direction of material(s) transfer:
    - ☑ Receiving
    - ☑ Sending

    b. If materials are being sent information will need to be provided on the following:
       - Identify the materials
       - Does it contain biological material
       - Where was the material developed
       - Were third party materials incorporated
       - Was the material derived from materials obtained from a third party
       - Was any of the outgoing material brought to Pitt from somewhere else
       - Are there alternative sources to provide the outgoing material
       - Are there any other agreements/funding/material applicable to your research
       - Is the outgoing material under disclosure to or patented by Pitt Innovation Institute
       - Other information regarding the application of the material

    c. If materials are being received information will be provided on the following:
       - Identify the materials
       - Does it contain biological material
       - Description of the use of material
       - Will the material be modified
       - Will the incoming material or modified material become incorporated into a new research material

10. If it was indicated on the Sponsor, Project, and Scope of Work SmartForm that Data Sharing is part of this collaboration you will complete the **Data** SmartForm.

    a. Describe the data being shared.

    b. Indicate if you are sharing identifiable health information. If so you will also need to describe the health information and check what human subject data is exchanged:

    * Are you sharing identifiable health information?
    ○ Yes ● No Clear

      c.   A data management sharing plan will need to be attached.

11. Complete the **Subrecipient Reporting and Prior Approval** SmartForm.

      a.   Will a final technical progress report need to be submitted? If so, you will need to indicate the number of days after completion it is due and to whom the report is submitted to:

* A final technical progress report will be submitted:

◯ Yes ● No <u>Clear</u>

      b.   Will monthly progress reports need to be submitted? If so, you will need to indicate the number of days after the end of the month they are due and to whom the report is submitted to:

* Monthly Technical Progress Reports:

◯ Yes ● No <u>Clear</u>

      c.   Will quarterly progress reports need to be submitted? If so, you will need to indicate to whom the report is submitted to:

* Quarterly technical/progress reports:

◯ Yes ● No <u>Clear</u>

      d.   Are there technical/progress reports as may be required for Pitt to satisfy its reporting obligations to the Federal Awarding Agency? If so, you will need to indicate to whom the report is submitted to:

* Technical/progress reports as may be required for Pitt to satisfy its reporting obligations to the Federal Awarding Agency:

◯ Yes ● No <u>Clear</u>

      e.   Will an annual progress report need to be submitted? If so, you will need to indicate the number of days after the project year complete that the report is due and to whom the report is submitted to:

* Annual Technical Progress Reports:

◯ Yes ● No <u>Clear</u>

f. Is there an invention to disclose? If so, you will need to indicate the number of days post-disclosure that the Principal Investigator or Financial Contact need to be notified:
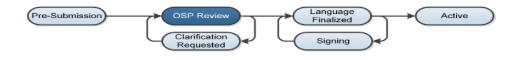
* Invention Disclosure:

○ Yes ● No Clear

g. Is a Property Inventory report required? If so, the frequency, type and submission instructions for Property Inventory Report will need to be provided:

* Property Inventory Report: ○ Yes ● No

h. Are there other Special Reporting Requirements? If so, they will need to indicate here:

* Other Special Reporting Requirements

i. Is prior approval carryover automatic or restricted? If it is restricted, is this by the sponsor or Pitt:

* Prior Approval Carryover

● Carryover is automatic
○ Carryover is restricted

12. Complete the **Additional Information** SmartForm.
    a. Add any comments that the Office of Sponsored Programs should be aware of regarding the request.
    b. **Save** or **Finish and Submit** to route the request to the OSP Subaward team:

   ✖ Exit   🖫 Save   Finish and Submit

13. The status of your request can be followed on the subaward WorkSpace. In the WorkSpace you can find the state of the request:

   Office of Sponsored Programs Review

A flowchart is available:

The History tab can provide detailed information:

   History   Communication   Correspondence