

Electronic Subaward Request Form  
Office of Sponsored Programs

Helpful Tips

- Log in using Pitt SSO at <http://pi.tt/subawards>
- Communications from the website will be sent from Contraxx Administration ([upitt\\_admin@contraxxhost.com](mailto:upitt_admin@contraxxhost.com)). Please add this as a “Safe Sender” in your Junk Email Options.
- When responding to a Contraxx email, please “Reply All” for the communication to go back into the website.
- If you are having difficulties with printing a request, please ensure popups are not blocked in your web browser. You can add <https://upitt.contraxxhost.com/OORPortal/> as a trusted site.
- User Guide is located: <http://www.research.pitt.edu/formstemplates>
- To save a request and submit it at a later time, the “Subrecipient” and the “Responsibility Center” need to be completed

Contact Us!

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