

Contraxx User Guide

**For University of Pittsburgh
Office of Sponsored Programs**

October 2017

INTRODUCTION

PURPOSE

Contraxx is a contract management system licensed from Ecteon. The Contraxx software has been configured by Ecteon in support of contract management requirements for the Office of Sponsored Programs (OSP) at the University of Pittsburgh (Pitt). This document describes the major functions supported by the application and provides information about the user experience.

ABOUT THIS DOCUMENT

The intent of this document is to familiarize Pitt administrators with the electronic subaward request form and to provide a reference for their everyday usage of Contraxx.

Note: Your environment may vary in some ways from the examples provided in this document.

PREREQUISITE SKILLS

This document assumes that the Contraxx user is familiar with basic Windows and Web-based applications as well as your organization's contracting and contract management practices.

BROWSER INFORMATION AND SETTINGS

The Contraxx software is deployed via a web browser, available on either a PC or Mac computer. The Contraxx portal is compatible with the following web browsers: Edge/Internet Explorer 8 or higher; Firefox 28.0 or higher; Safari 6 or higher; Chrome 36 or higher.

To avoid printing errors, users should ensure browser security settings allow pop-ups from <https://upitt.contraxxhost.com/OORPortal>. To enable pop-ups for [Firefox](#), [Chrome](#), [Internet Explorer](#), or [Safari](#), click on the corresponding links for instructions.

APPLICATION TIME OUT

The application has a time out feature that will automatically log the user out after a set period of inactivity. (e.g. 60 minutes). The application will auto save the record at regular intervals and upon subsequent login by the user, they will be returned to the last open record's saved state.

FORM ACTIVITIES FOR SUBAWARD REQUESTERS

This section describes form functionality that is common to Subaward Requesters.

HOW TO LOG INTO CONTRAXX

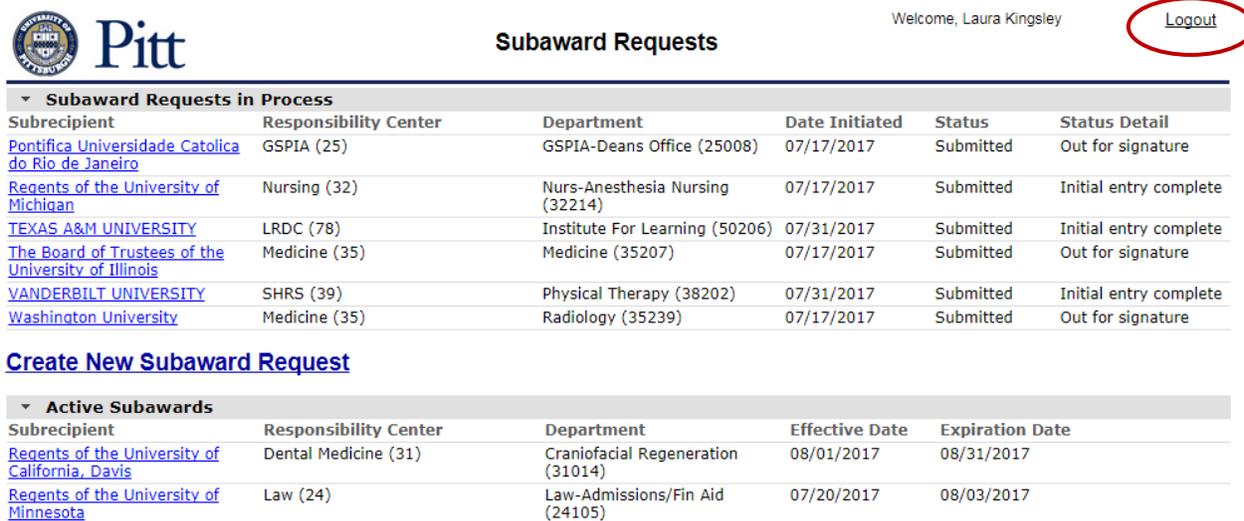
Start a web browser on a PC that can connect to the web server. Enter the URL for the Production Portal site: <http://pi.tt/subawards>

If not already logged into Pitt's network, enter Pitt Single Sign-On credentials. If the login is successful, the user's assigned dashboard will be automatically presented.

DASHBOARD OVERVIEW

The dashboard is the first screen a user sees upon signing into the application. It's the central organizing screen for interaction with contract data. The dashboard for a Subaward requester consists of:

- A listing of the Subaward Requests that are in process for the current user. The first column is hyperlinked, and clicking the hyperlink opens the corresponding record.
- A link to create a new subaward request.
- A listing of the user's executed and active subawards.




Pitt
Welcome, Laura Kingsley [Logout](#)

Subaward Requests

▼ Subaward Requests in Process					
Subrecipient	Responsibility Center	Department	Date Initiated	Status	Status Detail
Pontifica Universidade Catolica do Rio de Janeiro	GSPIA (25)	GSPIA-Deans Office (25008)	07/17/2017	Submitted	Out for signature
Regents of the University of Michigan	Nursing (32)	Nurs-Anesthesia Nursing (32214)	07/17/2017	Submitted	Initial entry complete
TEXAS A&M UNIVERSITY	LRDC (78)	Institute For Learning (50206)	07/31/2017	Submitted	Initial entry complete
The Board of Trustees of the University of Illinois	Medicine (35)	Medicine (35207)	07/17/2017	Submitted	Out for signature
VANDERBILT UNIVERSITY	SHRS (39)	Physical Therapy (38202)	07/31/2017	Submitted	Initial entry complete
Washington University	Medicine (35)	Radiology (35239)	07/17/2017	Submitted	Out for signature

[Create New Subaward Request](#)

▼ Active Subawards				
Subrecipient	Responsibility Center	Department	Effective Date	Expiration Date
Regents of the University of California, Davis	Dental Medicine (31)	Craniofacial Regeneration (31014)	08/01/2017	08/31/2017
Regents of the University of Minnesota	Law (24)	Law-Admissions/Fin Aid (24105)	07/20/2017	08/03/2017

HOW TO LOG OUT OF CONTRAXX

When a user is ready to exit the application, it's good practice to click the **Logout** link in the upper right corner of the dashboard. This will end the individual session and keep the number of concurrent users to a minimum.

HOW TO REQUEST A NEW SUBAWARD

Click on the dashboard link “Create New Subaward Request”. The user is presented with a request form, a partial extract of which is shown below:

University of Pittsburgh SUBAWARD REQUEST FORM Office of Research	
<input type="button" value="Save for Later"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>	
Initiated by Julie Harvey (jharvey@ecteon.com) on 07/07/2017 Request --Subaward- (New)	
A. Basic Details	
Prime Award Source of Funding ?	Federal Grant/Cooperative Agreement <input type="button" value="REQUIRED"/>
Was this subaward approved by the Sponsor? ?	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="REQUIRED"/>
Cost Reimbursable or Fixed Price ?	<input type="radio"/> Cost Reimbursable <input type="radio"/> Fixed Price <input type="button" value="REQUIRED"/>
B. Sponsor and Project	
Sponsor Name ?	<input type="text"/> <input type="button" value="REQUIRED"/>
Sponsor Award ID ?	<input type="text"/> <input type="button" value="REQUIRED"/>
Project Title ?	<input type="text"/> <input type="button" value="REQUIRED"/>
Is this a Multi-PI award? ?	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="REQUIRED"/>
University I# ?	<input type="text"/> <input type="button" value="REQUIRED"/>
University Project ID# ?	<input type="text"/> <input type="button" value="REQUIRED"/>
Is this FFATA Reportable? ?	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="REQUIRED"/>
Is this award designated as R&D? ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is subrecipient a Domestic or Foreign Entity?	<input type="radio"/> Domestic Entity <input type="radio"/> Foreign Entity <input type="button" value="REQUIRED"/>
New or Amendment or No-Cost Extension? ?	<input type="radio"/> New <input type="radio"/> Amendment <input type="radio"/> No-Cost Extension <input type="button" value="REQUIRED"/>
C. Subrecipient	
Subrecipient	<input type="text"/> <input type="button" value="Find or Enter Subrecipient"/> <input type="button" value="REQUIRED"/>
D. Period of Performance and Budget	
Amount funded this action ?	<input type="text"/> <input type="button" value="REQUIRED"/>
Has the site committed to providing cost sharing? ?	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="REQUIRED"/>
Indirect cost rate ?	<input type="text"/> <input type="button" value="REQUIRED"/>
Indirect cost base ?	<input type="text"/> <input type="button" value="REQUIRED"/>
E. University of Pittsburgh	
Responsibility Center ?	<input type="text"/> <input type="button" value="REQUIRED"/>
Department ?	<input type="text"/> <input type="button" value="REQUIRED"/>
Pitt Administrative Contact ?	A member of the Office of Research Subaward Team who is assigned to your Department www.research.pitt.edu to look up your assigned OR contact.
Pitt Principal Investigator ?	Search for PI name to enter here. <input type="button" value="REQUIRED"/>
Pitt Financial Contact ?	Name of Departmental contact who will be responsible for receiving select reports such as invoices and other reports as selected from below. <input type="button" value="REQUIRED"/>
Pitt Authorized Official ?	Jennifer Woodward
Project/Performance site Location ?	<input type="text"/> <input type="button" value="REQUIRED"/>
Address for invoices ?	<input type="text"/> <input type="button" value="REQUIRED"/>
F. Scope of Work	
Scope of Work attached or entered below? ?	<input type="radio"/> attached <input type="radio"/> entered below <input type="button" value="REQUIRED"/>

① Required fields are marked with red flags to the right of the response. Note that the red flag will disappear once the response to the question has been provided, which makes it easier to identify the outstanding responses.

- ① Some responses may be pre-filled based on form rules and defaults.
- ① Some questions provide tooltips. Wherever the  icon is shown next to a question, additional information appears in a popup box when the cursor is positioned over the icon.

HOW TO SELECT THE SUBRECIPIENT

To prevent the duplication of Subrecipient records (aka Contracting Parties), the user is required to perform an initial search for the Subrecipient. By clicking on the **Find or Enter Subrecipient** link next to the question labeled Subrecipient, the Contracting Party Search form is presented:



The screenshot shows a web form titled "Contracting Party Search" with the University of Pittsburgh logo. The form contains the following fields and controls:

- Party Name:
- City:
- Country:
- Address:
- State/Province:
- Contract Count: From To
- Search options... (with a plus icon)
- Search button
- Cancel button

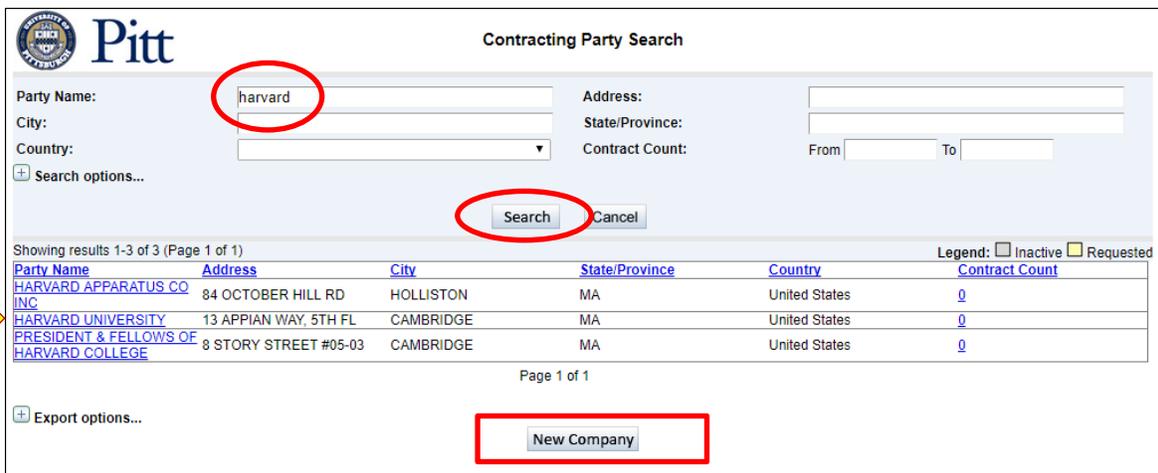
The search process is flexible – it’s case-insensitive, and will search any part of the company name for the text the user enters. The application will also search the alternate name list, if additional names are provided for a company (e.g. “AmFam” and “American Family”). So in most cases, if the party is already in the Contraxx database, the search will find it.

The user should at this point provide one or more search criteria:

- The search boxes are case insensitive (e.g. entering ‘abc’ will return ‘ABC’).
- The application will search for all records that have the given search parameter anywhere in the field (e.g. entering ‘univers’ will return ‘Harvard University’).
- To return all companies accessible to the user, enter ‘%’ in the Company Name search box (or in any non-date, non-numeric search box).
- “Contract Count” refers to how many contracts are with the contracting party. For example, if you enter 5 to 10, the search will return parties with which Pitt has executed 5 to 10 contracts. This is a field unlikely to be used by a requester.

While default fields are pre-selected for the record results display, additional fields may be selected or currently selected fields may be unselected in the “Search Options” section.

After filling in a minimum of one search box, start the search by clicking the **Search** button.



Contracting Party Search

Party Name: Address:

City: State/Province:

Country: Contract Count: From To

Showing results 1-3 of 3 (Page 1 of 1)

Party Name	Address	City	State/Province	Country	Contract Count
HARVARD APPARATUS CO INC	84 OCTOBER HILL RD	HOLLISTON	MA	United States	0
HARVARD UNIVERSITY	13 APPIAN WAY, 5TH FL	CAMBRIDGE	MA	United States	0
PRESIDENT & FELLOWS OF HARVARD COLLEGE	8 STORY STREET #05-03	CAMBRIDGE	MA	United States	0

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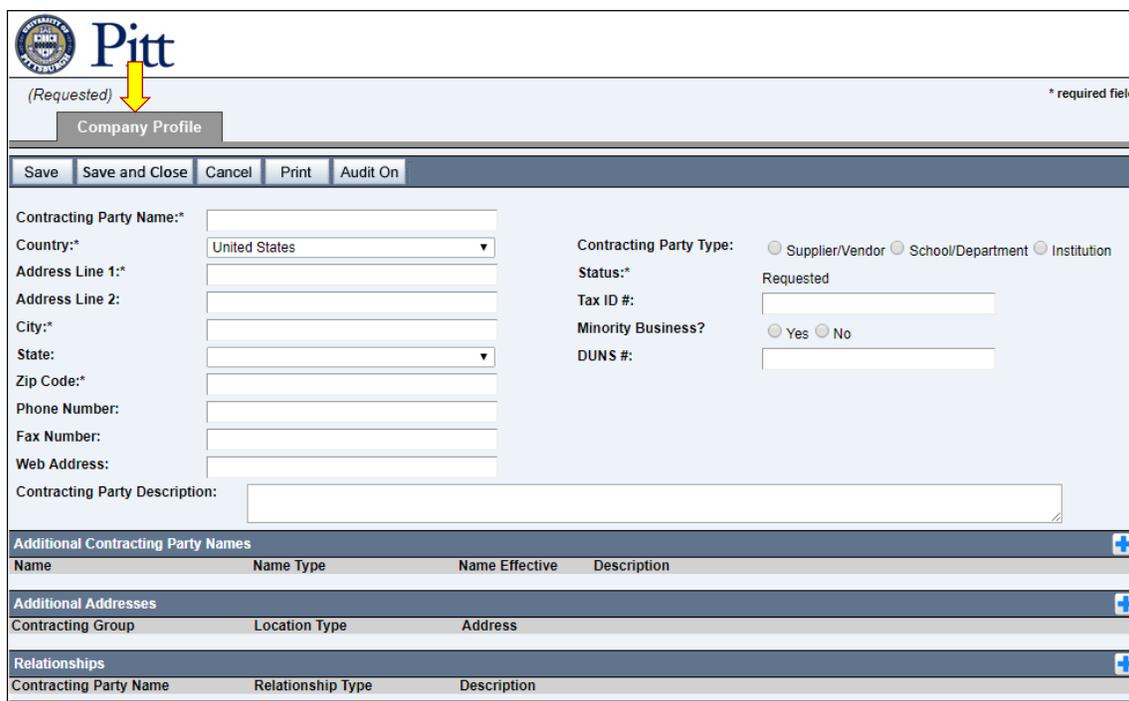
If any records are returned by the search, they will be shown in the search results grid.

If the desired Contracting Party is included in the results list, click on the corresponding Contracting Party Name link. The user is then automatically returned to the Request Form where the Subrecipient response is populated with the selected Party.

HOW TO CREATE A NEW SUBRECIPIENT

If the user determines via the previously described search that the Subrecipient does not yet exist, the user should proceed with the creation of the new Contracting Party record by clicking on the **New Company** button at the bottom of the search form. After this button is selected, the Company Profile tab is displayed.

The **Company Profile** tab captures the basic information about the Contracting Party.



Pitt

(Requested) * required field

Company Profile

Save Save and Close Cancel Print Audit On

Contracting Party Name:*

Country:*

Contracting Party Type: Supplier/Vendor School/Department Institution

Address Line 1:*

Status:*

Address Line 2:

Tax ID #:

City:*

Minority Business? Yes No

State:

DUNS #:

Zip Code:*

Phone Number:

Fax Number:

Web Address:

Contracting Party Description:

Additional Contracting Party Names

Name	Name Type	Name Effective	Description

Additional Addresses

Contracting Group	Location Type	Address

Relationships

Contracting Party Name	Relationship Type	Description

Fill in the appropriate fields noting that field labels with an asterisk are mandatory fields. All other fields are optional. The Status is pre-set to “Requested”.

An Administrative user of the application will periodically review and verify the Contracting Parties that have been “Requested” as a second line of defense to prevent duplication of Party records. If a new party record looks ok, the administrator switches the status to ‘Verified’. If a new party record is determined to be a duplicate, the Admin invokes the ‘Assign’ button in the party record to reassign all request forms/activity from the duplicate record to the original record, and the ‘Recycle’ button is used to remove the duplicate record.

The following optional sections are present and may contain multiple lines of data:

Additional Contracting Party Names: Captures any additional names that the Party may use (Nickname/AKA/FKA/DBA).

Additional Addresses: Captures address locations. Once entered here on the Contracting Party record, they will automatically populate to the contract record upon request submission.

Relationships: Captures third party relationship information. Select the third party via the search field and select the relationship type from the dropdown list. Requesters are unlikely to use this field.

Any number of rows may be entered by clicking the  button. To delete a previously entered row, click on the  button to the right of the entry. A warning message validating the deletion will be presented prior to the deletion taking place.

When finished with the entry of information for the Contracting Party, click the **Save and Close** button on the button row under the Company Profile tab image. Completion of the Contracting Party creation process will result in the user being returned to the Request Form with the newly created Party present in the Subrecipient response.

USING THE ADDRESS BOOK IN SECTION E

The Address Book appears when users click on the links to search for “Pitt Administrative Contact”, “Pitt Principal Investigator” and “Pitt Financial Contact”. Users should first look for names in the “Look for” field by entering in part or all of a last name and clicking “Find”.

- Once the name is found, select the name, and click “Accept” The user is then automatically returned to the Request Form where the name is populated into the appropriate field.
- If the name is not found, click “Add” to add the name, address, phone, and email of a new contact
- Users should ensure the contact information is up to date by clicking “Edit”, and making revisions as necessary.
- Requesters should **never delete** contact names in the Address Book.

Address Book (Pitt)

Look for in

Last Name	First Name	Company
Coldsmith	Jeremiah	UPJ Soc Sci-Sociology
Hockensmith	Daniel	Mathematics
Smith	Michelle	Pitt - Strategic Sourcing
Smith	Sharon P.	
Smith	Sheena	UPMC Beacon
Smith	Jane	Testing University
smith	joe	
Smith	George	KGSB-Business Admin
Smith	Terence	Mellon Professorship
Smith	Jan	Anesthesiology
Smith	Jacquelyn	Sociology
Smith	Mary	Falk School
Smith	Margaret	Instruction & Learning
Smith	Dorolyn	Linguistics
Smith	Kenneth	Medicine
Smith	Randall	Pharmaceutical Science
Smith	Thomas	Soc Wk-Dean, Office of the
Smith	Libby	Otolaryngology
Smith	Ellen	English
Smith	Sayuri	Periodontics/Preventive Dentistry
Smith	Autumn	UPT Nursing
Smith	Roy	Medicine
Smith	Donald	Nurs-Health & Community Syms
Smith	Thomas	Instruction & Learning

HOW TO SAVE A REQUEST

Clicking the **Save for Later** button near the top of the Request Form adds the request to the Requestor’s “My Subaward Requests” queue. The Requestor can come back later to complete the form.

Note that there are 2 questions that require responses prior to being able to save the request. If not complete, the user will be alerted via a popup message.

- Subrecipient (in Section C)
- Responsibility Center (in Section E)


University of Pittsburgh
SUBAWARD REQUEST FORM
Office of Research

➔

Initiated by Julie Harvey (jharvey@ecteon.com) on 07/07/2017 Request --Subaward- (New)

A. Basic Details

Prime Award Source of Funding ?	Federal Grant/Cooperative Agreement ▾
Was this subaward approved by the Sponsor? ?	<input type="radio"/> Yes <input type="radio"/> No REQUIRED
Cost Reimbursable or Fixed Price ?	<input type="radio"/> Cost Reimbursable <input type="radio"/> Fixed Price REQUIRED

B. Sponsor and Project

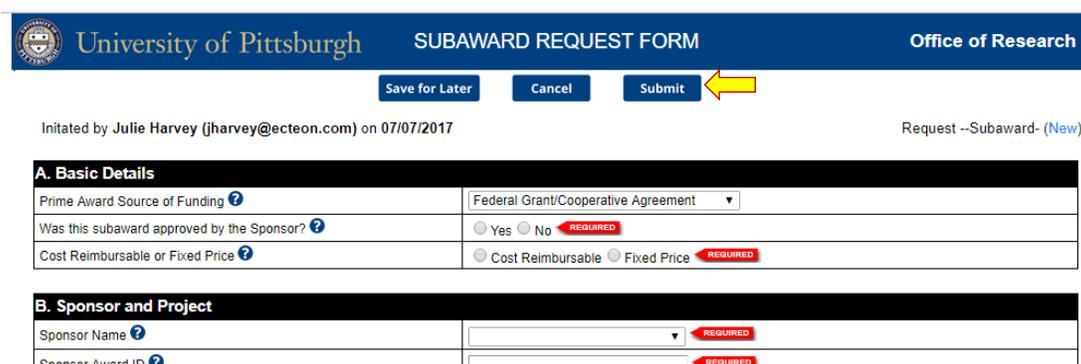
Sponsor Name ?	▾ REQUIRED
Sponsor Award ID ?	▾ REQUIRED

HOW TO CANCEL CHANGES MADE TO THE REQUEST

Clicking the **Cancel** button will return the user to the Dashboard (after a confirmation prompt), with no changes saved on the Request Form.

HOW TO SUBMIT A COMPLETED REQUEST

Click the **Submit** button near the top of the Request Form to submit the Request to the Office of Sponsored Programs. Note that if all required responses have not been provided, the Request won't be submitted; instead the user will see popup message indicating the missing fields on the Request.



When the Request is successfully submitted, the user can monitor the status of their subaward request through their dashboard. The statuses are:

- Initial Entry Complete
- In-negotiation
- Negotiations Complete
- Out for Signature
- Signatures obtained
- Contract Active

QUESTIONS

Contact the Office of Sponsored Programs for any questions or website errors.

Call 412-624-7400 or email an Office of Sponsored Programs team:

Subawards issued by the Grants Management Team: subawards@pitt.edu

Subawards issued by the Federal Contracts Team: orfedcon@pitt.edu

Subawards issued by the Clinical and Corporate Contracts Team: clincorp@pitt.edu