Electronic Subaward Request Form
Office of Sponsored Programs
Frequently Asked Questions (FAQs)

1. **Q:** How do I log in?
   A: Log in using Pitt Single-Sign On credentials using the following link: http://pi.tt/subawards.

2. **Q:** How will subaward request communications be sent to me?
   A: Communications from the website will be sent from Contraxx Administration (upitt_admin@contraxxhost.com). Please add this email as a "Safe Sender" in your Junk Email Options.

3. **Q:** Who should I respond to when I receive a Contraxx email?
   A: When responding to a Contraxx email, please "Reply All" for the communication to go back into the website.

4. **Q:** What do I do if I am having trouble with printing?
   A: 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.

5. **Q:** Are there instructions for this form?
   A: Help text is embedded throughout the form itself, and there is also a User Guide located on the Office of Sponsored Programs Forms page: https://www.osp.pitt.edu/resources/forms-waivers

6. **Q:** Can I save a request and work on it at a later time?
   A: Yes, to save a request and submit at a later time, the "Subrecipient" and the "Responsibility Center" fields need to be completed.

7. **Q:** If I do not see a PI or an administrator in the address book, can I add them myself?
   A: Yes, if you cannot find a name in the Address Book, please click "Add" to enter the contact information.

8. **Q:** What is the difference between "Add" and "Ok-Accept" in the Address Book?
   A: "Add" will allow you to add a new contact to the Address Book that is not already included. You should click "Ok-Accept" when you have found the correct contact in the Address Book.

9. **Q:** How do I locate my department?
   A: First, enter the Responsibility Center. Departments are listed alphabetically from an automatic feed outside of the Office of Sponsored Programs. Department names may start with "Department" or "Dept".

10. **Q:** What if I do not know the answer to some of the questions?
    A: Research administrators are encouraged to seek clarification from the Principal Investigator (PI) for project-specific questions. To see all of the questions, click yes on all of the fields to expand all of the options.

11. **Q:** How will I know the status of my subaward request?
    A: Once a subaward request is submitted, requesters will be able to see updated statuses on their log-in screen. Once the subaward is fully executed, the subaward will appear in the "Active Subawards" list.

12. **Q:** What should I enter in Section J if there are materials being transferred, but there is already an active Materials Transfer Agreement (MTA) in place, or I want it to be a part of a separate MTA?

A: Answer "yes" if material transfer language should be included in the subaward. **I**ncorporating MTA language within the subaward will prevent the need to issue a separate MTA agreement at a later date. Answer "no" if the material transfer language is covered under a separate active MTA, and include the MTA # in Section M. Also answer "no" if you are planning to initiate a separate MTA request at a later time.

13. **Q:** Who can I contact if I have any questions or need help?
    A: For technical issues, please contact Laura Kingsley in the Office of Sponsored Programs at 412-383-4095 or email:
    Subawards for Grants Management Team: subawards@pitt.edu
    Subawards for Federal Contracts Team: fedcon@pitt.edu
    Subawards for Clinical and Corporate Contracts Team: clincorp@pitt.edu