My Outgoing Sub-Awards Request Form Page Help

Last updated: *February 18, 2025*

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About the Request Form

The outgoing sub-award request form allows Principal Investigators to initiate a sub-award or amend an existing sub-award. Once the request is submitted, it will be routed to the VPRI Research Officer on the University of Toronto Research Account (UTRAC) for the fund for review before the sub-award agreement is established.

Using the Request Form

1. Click the blue link to select the UTRAC for which you want to create a sub-award request.

2. You may use the search fields to filter your list of UTRACs.
3. Click on the UTRAC ID you want to link to your sub-award request.
4. Click "Select UTRAC" to proceed.

(A) Header Section

- **Sub-Award Req No.:** Unique identifier assigned on creation of request form.
- **Version Date:** Date on which this version was created.
- **Active Version:**
    - **Yes**: The request form the user is viewing is the latest and active version.
    - **No**: The request form the user is viewing is not an active version and there is a newer version available.
- **Principal Investigator:** Name of the primary researcher on this research project. Clicking on the name will display the contact information for the researcher.
- **Sponsor:** The name of the agency, organization, or company that is funding the research.
- **Program:** The program under which the agency, organization, or company will fund the research.
- **Sponsor Reference No.:** Number assigned by the Sponsor for the application/award. This number is generally cited in the Sponsor's letter of award or funding agreement.
- **UTRAC No.:** UTRAC number associated with the sub-award request. Clicking on the UTRAC number will display the full UTRAC details in a new tab.

- **Fund/Fund Centre**: FIS number assigned on creation of UTRAC. Budget will be set up and revenue/expenses will be posted to the Fund No. in combination with the PI Funds Center(s).

- **Grant Period:** Award start and end dates, usually defined by Sponsor. Refers to only the award period of that application, i.e., ignores originals or renewals, or any grace period. **Note: The sub-award period must fall within this grant period.**
- **Fund Period:** Award start and end dates, plus any grace period allowed by Sponsor. Includes the entire history of the award -- the original award plus any renewals.
- **Sponsor Approved Amount:** Total amount and currency expected from the Sponsor, as indicated on the Sponsor letter of award or agreement.
- **Research Officer:** Name of the VPRI Research Officer who authorized the release of the UTRAC. Clicking on the name will display the contact information for the Research Officer.

B

- **Delete:** Deletes the request.
- **?:** Downloads help documentation (i.e. this Page Help guide).
- **Workflow History:** Reveals the approval workflow history. The "In Progress" indicator means that the form is still in review at the listed workspace. The "Completed" indicator means the form has been reviewed at that workspace.
- **Status History:** Lists the history of statuses and users through which the application record has passed.

C

- **Submit:** Submits the request form to the Researcher Officer. If the form does not pass the validation check, a list of errors will appear. After clearing the errors, you can click the Submit button again.
- **Send to Project Manager:** Sends the form to the designated Project Manager, if one or more have been assigned. For more details, see the Send to Project Manager section.
- **Save:** Saves changes to the request form as a draft.
- **Cancel:** Cancels any changes from the last saved version of the request form.

D

ⓘ Click on '+' to add new Recipients and on '>' to add Budget and Term Details for each Recipient   **+**

Sub-Awardee Researcher: *   Sub-Awardee Researcher Email Address: *   Sub-Awardee Researcher Faculty/Dept: Sub-Awardee Institution: *   **✕**

- **Sub-Awardee Researcher:** Name of the Co-Investigator (Co-I) at the Sub-Awardee Institution.
- **Sub-Awardee Researcher Email Address:** Email address of the Co-Investigator (Co-I) at the Sub-Awardee Institution.
- **Sub-Awardee Researcher Faculty/Dept:** Faculty or department of the Co-Investigator (Co-I) at the Sub-Awardee Institution. This field is optional.

- **Sub-Awardee Institution:** The organization or institution that will be receiving the funding from U of T.

  o To select an institution from the existing institution list, begin typing in the name and select the institution from the drop-down list.

  o You can also search the full list of institutions by clicking the icon in the field. Use the search field to filter through the list and find the institution name.

  o If you can't find the institution from the drop-down option or the full list, you can type in the full name in the field.

To add multiple sub-awardees, click the **+** button. You will need to complete all of the required fields for **each** sub-awardee.

- **Budget Currency:** Currency for sub-award amount. The default currency is Canadian (CAD). To change the currency, click the ⧉ icon in the currency field and select from the currency list.
- **Installment Amount:** Installment amount of funding that will be transferred to the Sub-Awardee Institution for the specified period.
- **For Period Beginning:** Start date for the sub-award period. The field is pre-filled with the UTRAC grant start date.
- **For Period Ending:** End date for the sub-award period. The field is pre-filled with the UTRAC grant end date.
- **Additional Details:** Optional, open-text field where you can include further details about the sub-award. For example, existing budget categories from which funds will be transferred, special terms and conditions of the award, etc.

If you would like to add additional line items, click the + icon. Use this feature if you would like to break down installment amounts by specific periods.

Note that the 'Total Sub-Award Amount' will be the sum of the 'Installment Amount' values for all lines. The 'Sub-Award Start Date' will be equal to 'For Period Beginning' for your **first** line. The 'Sub-Award End Date' will be equal to 'For Period Ending' for your **last** line.

F

Attachments

To add Attachments, Click on Add Attachment   **+ Add Attachment**

No files found.

Drop files or use the "+" button to upload files (e.g., statement of work, budget breakdown, etc.)
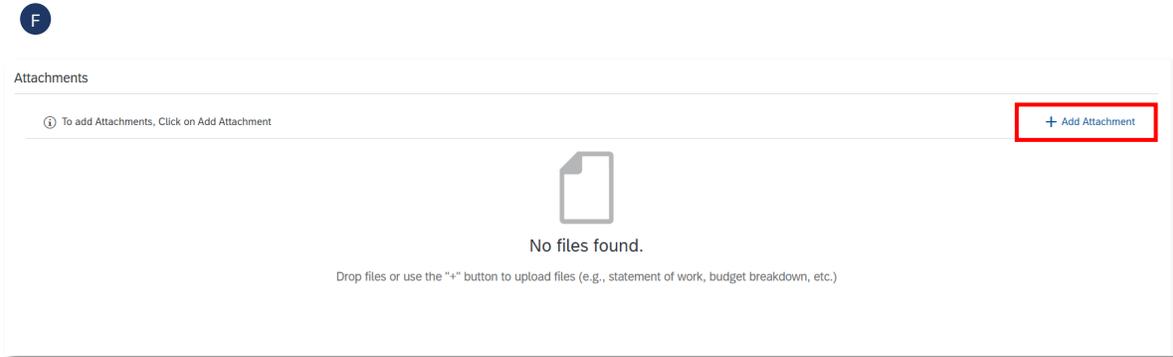
You can include statement of work, budget breakdown, etc. in the Attachments section. To add a file, drag and drop or click **Add Attachment** to display the dialogue box**.**

Add Attachment

General Details for SubAwards

Description: [   ]

Document Date (Use today's date if document undated): [e.g. Dec 31, 2025   🗓]

Attachments (0)   Upload

No files found.

Drop files or use the 'Upload' button to upload files (e.g., statement of work, budget breakdown, etc.)

Close
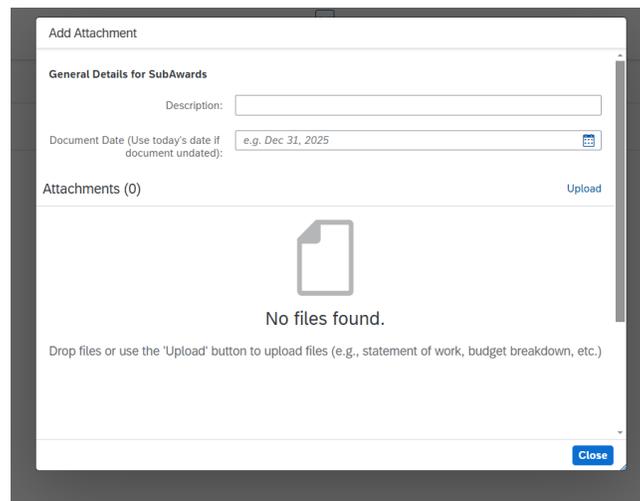
- **Description:** Enter a short description of the document.
- **Document Date:** Date of document. Use today's date if document is undated.

G You can leave comments on the Sub-awards Request Form under the Comments section. Your comments will be visible to both Research Officers and the designated Project Manager to whom you send the request. Research Officers and Project Managers can also post comments using this tool.

Comments

[Add a comment   ] ✈

No Comments

Send to Project Manager

A Principal Investigator can collaborate on the sub-awards request form with their designated Project Manager. However, only the researcher can **submit** the request form.

> If you want to set up Project Manager access for MROL and UTRAC (including the sub-awards request form), please submit the **Divisional MROL Access form** to **ris.help@utoronto.ca**. If you do not have at least one Project Manager designated, the 'Send to Project Manager' button will be greyed out.
>
> Note: Support staff with the PI Assistant role in My Research Applications & Agreements (MRA) will **not** automatically have access to UTRAC and the sub-awards request form. Staff must be set up in the Project Manager role by request. An individual could have both the PI Assistant role and Project Manager role, although in many cases an individual might only have one role or another.

1. To send the request form to the Project Manager, click on the "Send to Project Manager" button at the bottom of the request form.

2

- **Project Manager Name:** Select the name of the Project Manager from the drop-down menu.
- **Expiry Date:** Select the date by which you would like the Project Manager to complete the form. You can only select future dates. The request form will automatically be reclaimed back to your My Research (MR) inbox on 11:59 P.M. on this date.
- **Send:** Send the request form to the Project Manager. The Project Manager will receive an email notification and a new task will appear in their MR inbox.

3 You can reclaim the request form back from the project Manager at any time using the Reclaim button in the top right corner of the request form.

The Project Manager can also send back the request form to you at any time. When the form is sent back, you will receive an email notification and the task will appear in your MR inbox.

Amending a Sub-award Request

You can make changes to a sub-awards request after it gets approved by the Research Officer. These changes include adding an additional sub-awardee collaborator, changing the original sub-award amount and period, or editing the original name and email of the sub-awardee researcher.

To amend the request, access the Summary Screen for the sub-awards request form from the main search page by clicking the arrow labeled below.

A

- **Amend Request:** Click this button to create a new amendment request.
- **Version Type:**
  - **Amendment**: This version is an amendment to the last approved version of the request.
  - **Original**: This is the original version of the approved request form.
- **Active:**
  - **Yes**: This is the most recent version of the request form.
  - **No**: This version is not active because there is a more recent version of this request.

You can specify the reason for amendment (e.g. "No cost extension granted to sub-awardee") in the Reason for Amendment field under Sub-Awardee Institution.

Once you make the amendment changes, click Submit. For help on filling out the sub-awards request form sections and submitting, please see the sections above.

Note: You can only amend a sub-award that was originally submitted using the outgoing sub-awards request form. If you had submitted the request using another method (e.g. by email or phone), you will need to send the request for the amendment by email to the VPRI Research Officer.