My Outgoing Sub-Awards Request Form Page Help

Last updated: *February 18, 2025*

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About the Request Form

The outgoing sub-awards request form allows Principal Investigators (PIs) to initiate a sub-award or amend an existing sub-award. Once the request is submitted, a task is generated and is routed to the inbox of the Research Officer on the University of Toronto Research Account (UTRAC) as well as others in their University Approver Group (e.g. Agency & Foundation Funding, Institutional Initiatives, etc.). The Research Officer (or their delegate) can then open the task for review and approve, reject, or return it to the PI. Approving the task will push the data from the request form to the corresponding UTRAC for completion and publishing.

Reviewing the Request Form

To begin reviewing the request, click the **Edit** button.

The form will go into edit mode.

(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 navigate to the full UTRAC 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.
- **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)

- **?:** 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

- **Save:** Saves changes to the request form as a draft.
- **Cancel:** Cancels any changes from the last saved version of the request form.
- **Forward:** Forwards the request to another Research Officer's inbox. You can select from the UAG Approver drop-down list.
- **Put Back:** Puts the task back in the UAG Approver group's inboxes. This allows another Research Officer from the same approver group to claim the task and review the request.
- **Return to PI:** Returns the request form to the PI for revisions. You will need to include a note before returning.
- **Reject:** Rejects the request. You will need to include a note before returning.
- **Approve:** Approves the request. If a Research Officer approves the request, a new draft (unpublished) version of the associated UTRAC will be created with a new sub-award entry. The new entry will be populated with the approved request data.

  Note: The approve, reject, and return to PI actions will send an automated notification to the PI.

Note: The following sections are completed by the PI as part of the request form.

D

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

  o In some instances, the PI may type in the name and not select a validated option from the vendor list. If that is the case, the field will have a question mark flag to alert the Research Officer.

To resolve this, the Research Officer will need to recode the name by selecting it from the vendor list. To select the name from the list, begin typing in the name and select the institution from the drop-down list.

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

- **Budget Currency:** Currency for the sub-award amount.
- For each line corresponding to a period (one or multiple):

- o **Installment Amount:** Installment amount of funding that will be transferred to the Sub-Awardee Institution for the specified period.
  - o **For Period Beginning:** Start date for the sub-award period.
  - o **For Period Ending:** End date for the sub-award period.
- **Total Sub-Award Amount:** Sum of the 'Installment Amount'(s) indicated in all installment lines above.
- **Sub-Award Start Date:** Equivalent to 'For Period Beginning' for the **first** installment line.
- **Sub-Award End Date:** Equivalent to 'For Period Ending' for the **last** installment line.
- **Additional Details:** The PI 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. This field is optional.

F

Attachments

1

📑 Statement of Work_sample.docx
Upload Date: Feb 13, 2025 · Document Date: Feb 14, 2025
Description: statement of work

Comments

2

👤 | Add a comment | ✈

👤 **Stephen Matthews - Used by RAISE:** please review my request
Comment · Feb 13, 2025

1 **Attachments:** PIs can include statement of work, budget breakdown, etc. in the Attachments section. To download and view the file, click on the file name.

2 **Comments:** Users can leave comments on the sub-awards request form under the Comments section. Your comments will be visible to both the PI and the designated Project Manager to whom they send the request.

Reviewing an Amendment for a Sub-award Request

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

Like original sub-award requests, requests to amend an existing sub-award will route to the inbox of the Research Officer on the UTRAC and others in their University Approver Group.

1. **Reason for Amendment:** PIs can specify the reason for requesting the amendment (e.g. "No cost extension for sub-awardee").
2. **View Previous Request:** If the PI makes changes to the installment amount and/or sub-award period, you can view the previous installment amount and/or period from this button.

As with original sub-award requests, you can approve, reject, or return the task to the PI.

Note: Approving the request will create a new UTRAC version and **overwrite** the previous sub-award data in the UTRAC. You can edit the information in UTRAC before publishing.