

University of Toronto Research Account (UTRAC) Page Help

View the full [UTRAC user guide here](#).

Sub Awards

This page provides information related to outgoing sub-awards; i.e. funding from a U of T-administered research award flowing out to another institution/organization under an inter-institutional agreement. It will allow you to view information about each Sub-awardee Institution, including sub-award amount, period, Co-Investigator, etc. It will also allow you to access sub-award related documents, such as inter-institutional agreements and associated amendments.

- 1 **Sub-Awardee Institution:** The organization or institution that will be receiving the funding from U of T.
- 2 **Sub-awardee Researcher:** Name of the Co-Investigator (Co-I) at the Sub-Awardee Institution.

3 Payments & Deliverables / Documents:

- **Display Schedule:** Payments & Deliverables schedule. For more information on how to read the schedule, see the [Payments & Deliverables section](#) (**Note:** For outgoing sub-awards, Payment Method indicates how U of T will be paying the Sub-Awardee Institution. Deliverables indicates which deliverables the Sub-Awardee Institution must send to U of T.)
- **Display Address:** Sub-awardee contact information.
- **View Attached IIA Docs:** View/download the inter-institutional agreement/sub-award agreement.

4 Hold Item

- If box is unchecked: No holds exists, and sub-award payments will be released to Sub-Awardee Institution according to the schedule.
- If box is checked: A hold is placed on further sub-award payments due to one or more reasons, e.g., by request from the Researcher.

5 Sub-Award Type:

- **Original:** Initial inter-institutional agreement.
- **Amendment:** Amending inter-institutional agreement and associated number.

6 IIA Details

- **Amount:** Total amount of funding that will be transferred to the Sub-Awardee Organization under the inter-institutional agreement.
- **Currency:** Currency for Sub-award amount.
- **Holback %:** Holback percentage for Sub-award amount.

7 Commitment Item: The budget category grouping (e.g., subgrant1, subgrant2, etc.) in FIS under which the Sub-award budget is set up.

8 Period From and To: These dates correspond to the Sub-award term (start and end date).

9 Autopay Toggle

- **Yes:** The Research Officer has turned on autopay (automatic payments) for this sub-awardee.
- **No:** The Research Officer has turned off autopay (automatic payments) for this sub-awardee. All payments to this sub-awardee will be issued manually by VPRI or the administering unit, depending on the payment method.

Note: If a research award has multiple outgoing sub-awards (e.g. to McMaster University and Dalhousie University), each Sub-Award Institution and its associated details will be listed as a separate entry.