

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.

The screenshot displays the 'UTRAC Award Details' page for award 72068939 / 2 / Sub Awards. The left sidebar contains a navigation menu with options: Research Award Details, Sponsor Details, Financial Terms, Budget, Payments & Deliverables, Sub Awards (selected), Other Terms, Linked Funds & NFA, Protocols & Permits, Attachments, and Expense Reports. The main content area shows 'General Information' and 'Sub-Awards Details' tabs. Under 'Sub-Awards Details', the 'Amount Details' section is expanded, showing 'Approved' amounts: Sponsor Approved Amount: 300,000.00(CAD), Holdback Percentage: 10.00, Holdback Amount: 30,000.00(CAD), and Difference: 270,000(CAD). Below this, the 'Award Details' table lists sub-awardee information. The table has columns: Sub-Awardee No., Sub-Awardee Institution / Vendor No., Sub-Awardee Researcher, Default, and Payments & Deliverables / Documents. The first row shows Sub-Awardee No. 10, Sub-Awardee Institution / Vendor No. Holland Bloorview Hospital (EFT) / 108995, Sub-Awardee Researcher Professor Test, and Default checkbox. The 'Payments & Deliverables / Documents' column contains links: Display Schedule, Display Address, and View Attached IIA Docs. Below the table, there is a section for 'Use autopay to generate payments for this sub-award?' with a 'YES' button. A note states: 'Autopay will automatically generate payment tasks for your Director's approval based on the payment schedule you enter into Payment & Deliverables. Autopay will only function for sub-awards that use CAD currency and that use a payment method of fixed installment (with or without deliverables).' Below this, there is a 'Hold Item' section with a 'Sub-Award Type' dropdown set to 'Original'. The 'IIA Details' section shows Amount: 20,000.00, Currency: CAD, Holdback %: 0.000. The 'Commitment Item' section shows Subgrant1(SUBGRANT1), Period From: Apr 1, 2025, and Period To: Mar 31, 2027. A 'Comments' section is at the bottom left.

Sub-Awardee No.	Sub-Awardee Institution / Vendor No.	Sub-Awardee Researcher	Default	Payments & Deliverables / Documents
10	Holland Bloorview Hospital (EFT) / 108995	Professor Test	<input type="checkbox"/>	Display Schedule Display Address View Attached IIA Docs

Use autopay to generate payments for this sub-award?

Autopay will automatically generate payment tasks for your Director's approval based on the payment schedule you enter into Payment & Deliverables. Autopay will only function for sub-awards that use CAD currency and that use a payment method of fixed installment (with or without deliverables).

Hold Item:

☐ Sub-Award Type: Original

IIA Details:

Amount: 20,000.00 Currency: CAD Holdback %: 0.000

Commitment Item:

Subgrant1(SUBGRANT1) Period From: Apr 1, 2025 Period To: Mar 31, 2027

- 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.
- **Holdback %:** Holdback 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.