UNIVERSITY OF PITTSBURGH’S OFFICE OF RESEARCH - Areas of Responsibility for Proposals/Awards
Ph: 412-624-7400  Address: 123 University Place (in the lower lobby of the UClub) Pittsburgh PA 15213  Website: http://www.research.pitt.edu/

Grants Management Team

Types of Proposals and Awards handled:
A. Grant proposals and awards from federal sponsors/agencies (i.e., NIH, NSF, DOE, DOD, etc.)
B. Proposals and awards for Cooperative Agreements (e.g., NIH U grants)
C. Proposals and awards from foundations
D. Proposals and awards for Incoming Subawards from other entities with prime funding from a grant, a non-profit or a foundation
E. Memorandum of Understanding (MOU)
F. Intergovernmental Personnel Agreement (IPA)
G. Cooperative Research and Development Agreement (CRADA) with funding

Related documentation under these may include:
1. University Prior Approval System (UPAS) forms
2. Organizational Prior Approval System (OPAS) forms
3. Early Account Requests (EAR) forms
4. Relinquishing Statements
5. Final Invention Statements
6. Outgoing Subawards and Contracted Services Agreements (CSA) original requests and Amendments
7. Outgoing Subawards and Contracted Services Agreements (CSA) to non-profit entities which are being issued from 02 and 04 accounts - original requests and Amendments
8. No cost extensions
9. Just In Time requests
10. Incoming Subaward Amendments
11. Other general letters/correspondence
12. Budget Modification Requests (BMR)

Clinical/Corporate Team

Types of Proposals and Awards handled:
A. Corporate proposals where prime source of funds is corporate/industry
B. Corporate funded research contracts where prime source of funds is corporate/industry
C. Subcontracts from other entities with prime funding that is corporate/industry
D. Material Transfer Agreements (MTA) - Incoming and Outgoing*
E. Data Use Agreements (DUA) without funding*
F. Confidentiality Agreements (CDA or NDA)*
G. Equipment Loan Agreements
H. Cooperative Research and Development Agreement (CRADA) without funding
I. Drug Supply Agreements

Related documentation under these may include:
1. Amendments
2. No cost extensions
3. Outgoing Subawards and Contracted Services Agreements (CSA) - original requests and Amendments from Corporate Research Agreements
4. Outgoing Subawards and Contract Services Agreements (CSA) to for-profit or corporate entities which are being issued from 02 and 04 accounts - original requests and Amendments
5. Budget Modification Requests (BMR)

*except those related to a federal contract - See Federal Contract Team

Federal Contract Team

Types of Proposals and Awards handled:
A. Proposals and awards for Federal Contracts - mainly resulting from RFP and RFQ submissions (see below)
B. Proposals and awards for Incoming Subcontracts from other entities with prime funding from a federal contract
C. Material Transfer Agreements (MTA) - Incoming and Outgoing**
D. Data Use Agreements (DUA) **
E. Confidentiality Agreements (CDA or NDA)**

Related documentation under these may include:
1. Contracting Officer Authorization letters (COAs) for extensions of time, rebudgeting, permission to subcontract, etc.
2. Request for Quotation (RFQ)
3. Request for Proposal (RFP)
4. Outgoing subcontracts and Contracted Services Agreements (CSA) original requests and Amendments
5. Business and Technical Questions
6. Best and Final Offer (BAFO)
7. Final Proposal Revision (FRP)
8. Small Business Subcontracting Plans
9. Close Out requests
10. Contract Modifications/Amendments
11. Certificate of Current Cost or Pricing

**MTA, CDA, DUA limited – directly related to federal contracts only

PLEASE NOTE: OVERLAP EXISTS BETWEEN COLUMNS IN THE “RELATED DOCS” LISTS – REVIEW YOUR PRIME AWARD!

11-17-15