Subaward Initiation Portal (SIP)

The Future of Subaward Process

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What is the SIP Portal?

A **web portal** designed to streamline the process for initiating subagreements to research partners at other entities.
Streamline Process
Departments can use SIP to:

- Confirm dollar amounts and other necessary award info to draft agreement/amendment
- Provide revised subagreement documents for changes occurring after the original proposal
- Reduce communications with OSR as many questions that require follow-up are asked in the portal.

Results in Improved Subagreement Execution
What can I submit through the SIP?

- New Agreements
- Amendments for:
  - New Year Funding
  - No-cost Extensions
  - Carryover
  - Terminations with or without deobligations
  - Change in PI or Key Personnel
- Additional Documents requested from OSR

For New Agreements - documentation is typically only required for changes in letters of intent, budget, budget justification and/or scope of work.

For Amendments - documentation is required at times for prior approvals, budget, budget justification, scope of work, etc.
What Happens After I Submit through the SIP?

- Completed SIP form routes to ResAdminOSR@unc.edu and is assigned to the appropriate Sponsored Projects Specialist (SPS)
- SPS reviews all documentation and if correct, the SPS will send the information to the Subaward Team
- If all necessary documentation isn’t received or additional documentation is needed, the department will be notified by email
  - Submissions of additional information is also completed in SIP via an Additional Documents (short form)
- Subaward Team will review documents, draft agreement, verify all compliance requirements and execute the subaward
Are you excited yet!!!