

## Importing an agreement from Contraxx to MyRA

Outgoing subawards and their amendments are requested and routed to the Office of Sponsored Programs Subaward Team via MyRA. For an agreement that was created in Contraxx an import needs to take place to request an amendment in MyRA.

**The importing of subawards from Contraxx to MyRA should only take place when preparing to request an amendment.**

1. To start the process, log into [MyRA](#) with your University of Pittsburgh computing credentials. If you do not have a MyRA profile [complete the self-registration](#). You will be notified once your account is established. Begin by selecting Create Agreement.



2. Complete the **Basic Information SmartForm**. Select Outgoing Subaward as the Agreement Type and indicate that a conversion form Contraxx is necessary.

**3. Agreement Type:** [?](#)

- Outgoing Subaward
- Material Transfer Agreement (MTA)
- Confidentiality / Non-Disclosure Agreement (CDA/NDA)
- Data Use Agreement (DUA)
- Not Sure/Other
- SRA (Reserved for OSP use only)

[Clear](#)

**Is this a conversion of an existing subaward in Contraxx?**

- Yes  No [Clear](#)

3. Complete the **Contraxx Subaward Conversion SmartForm**.
  - a. Search for the subaward to be converted.

## Contraxx Subaward Conversion

1. \* Please select the Contraxx Subaward you want to move into MyRA:

[None] 

- b. You will want to convert the most recent iteration. For example, a subaward with four amendments, you will want to convert only amendment number four. Filter by the Contract Number, MyFunding ID, Subrecipient Name, Pitt PI, Amendment Number, Department, and School or use the Advanced search option to use these in combination. Note: When searching by PI Name, if you are searching by last name only include the MyRA wildcard % at the beginning of your query. Your results are predicated on the employer in your MyRA profile and the department of the agreement. If you do not see the result you are looking for reach out to the help desk at [myrahelp@pitt.edu](mailto:myrahelp@pitt.edu).

### Select Contraxx Subaward

Filter by     [Advanced](#)

Total Selected: 1 ◀ 1-1 of 1 ▶

Contract Number	My Funding ID	Subrecipient Name	Pitt PI	Amendment Number	Department
 40974	40974	Northeastern University	Thomas Smithgall, Microbiology and Molecular Genetics	4	Microbiology and Molecular Genetics (35233)

- c. Select the most recent iteration for conversion, complete the remainder of the SmartForm and Save. The SmartForm will refresh. Documents and data that were NOT converted and populated will be displayed to assist with the completion of the remaining SmartForms.

### 5. Contraxx Non-Migrated Data:

Below is information that could not be automatically mapped that will assist in completing your subaward conversion

Subrecipient Information  
 Subrecipient: Washington University in St. Louis

- d. Use the navigation tab to review, update, and complete the SmartForms. The Validate activity can guide you through the information that is missing.

☰ Validate Compare

**Error/Warning Messages (13)** Refresh

Basic Information	✓
<b>SWD Contraxx Subaward Conversion</b>	✓
SWD Subaward and Subrecipient Information	✗

✗ Contracting Party This is a required field; therefore, you must provide the required information.

- e. Once complete, on the Additional Information SmartForm, click Finish and Submit.