Is PSA Grant funded?

- **Yes**
  - Log into **PSA Wizard** with NetID credentials, PI initiates new PSA
  - approval requested → sponsor awarded, agreement with approved subcontract
  - Draft of subcontract prepared by PI Dept

- **No**
  - Log into **PSA Tool** with NetID credentials
  - Complete PSA, filling in the fields listed on the right → click 'Create PSA'

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**PSA – Grant + Non-Grant**

**If there is request for subcontract noted in file, Grants Assistant routes contracts and notifies PI/Dept**

- MUST Include:
  - Statement of work
  - Budget
  - IRB Compliance
  - Contract info

**PSA submitted to Purchasing for review → once approved by Purchasing, forward for appropriate signatures (Vendor, dean) → Dean signature required**

- Originals must include:
  - an invoice from the vendor
  - Applicable forms (nondiscriminatory, copies)

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**Approval process:** Office of Attorney General (Only if > $3k) → UCONN OSP → Contractor

- Successful
  - If approved → routed to contractor; logged and filed

- Unsuccessful
  - PI locates another subcontractor or proceeds without service

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**Negotiation Process:** Office of Attorney General → UCONN → Contractor

- Potential OAG Issues:
  - Choice of Law clauses
  - Claims Commission
  - Indemnification issues
  - Key personnel identification
  - Budget amount

- Potential Contractor Issues:
  - Personnel
  - Budget
  - Scope of work

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**Key**

- Start of Task
- Regular Faculty Process
- Regular Student Process
- Sub-Process
- End of Task