

Research Subcontract/Contracted Services Form instructions:

The PantherExpress System Solutions Team is pleased to announce the addition of the Research Subcontract/Contracted Services (RSCS) form in the PantherExpress System.

The Research Subcontract/Contracted Services Form allows departments to set up research agreements in the PantherExpress System and post payments against those agreements. An invoice is created to generate a payment against the RSCS form. This is similar to generating payments against the Professional Services Agreement, Supplier Provided Agreement, and Conference and Events Agreement forms.

How to use the Research Subcontract/Contracted Services form in the PantherExpress system:

1. Fill out all of the required fields on the form.
2. Attach a copy of the existing research subcontract/contracted services agreement (RSCS) received from the Office of Research.
3. Submit the completed RSCS form for approval in the PantherExpress System.
4. The RSCS form is sent to the Second Signature Approver for review and approval.
5. Once the Second Signature approval is made, a PO will be generated.
6. Once the PO is generated, invoices can then be entered against the form to generate payments.

For more information or to ask a question please contact the PantherExpress Customer Services Department by submitting an [inquiry](#).