Q3. How do I add a new subrecipient or vendor?

To request the addition of a new subrecipient or vendor into a research system, complete the [Vendor Request form for Research Subrecipients](#) and submit it via email to SPA_RFC@utsouthwestern.edu. SPA will input the new subrecipient or vendor information into PeopleSoft and update systems such as Velos, eResearch, etc.

SPA will work with UTSW Accounting to ensure the subrecipient or vendor information is transmitted through their platform system.