I. Getting Started

- **Quick Start At-a-glance:** A step-by-step guide to the Small Business Subcontracting Plan development process.

- **Tools:** Small Business Subcontracting Plan Checklist (always submit this checklist with your final budget)

II. University Reporting of the Approved Small Business Subcontracting Plan Spend

*Resources to consult after you have been awarded a federally funded research contract valued over $700,000:*

- Full Text: [Guide to the Preparation of Small Business Subcontracting Plans](#)
- The Importance of Managing Subcontracting Spend and How it is Reported
  
  See *Guide to the Preparation of Small Business Subcontracting Plans*  Page 5 – “After Submission”
  
  - [Individual Subcontract Reports (ISR) Sample](#)
  - [Summary Subcontract Report (SSR) Sample](#)

- Finding Small Businesses and DBE Suppliers
  *Resources to consult if you need to source supplemental DBE suppliers throughout the contract term:*

  - [University of Pittsburgh Non-Contracted DBE Suppliers](#)
  - [Central Contract Registration (CCR) Database](#)
  - [Small Business Administration (SBA) Database](#)
  - [Contact Dr. Renée Galloway, Supplier Diversity Administrator, for direct assistance](#)

III. Beyond the Basics – An Overview of Small Business and DBE Subcontracting

- Small Business Subcontracting [FAQ](#)

IV. Additional Resources

- Resources for Complex Subcontracting
  
  - [Sales Tax Exemption Certificate](#)
  - [Supplier Verification Form](#)

- Disadvantaged Business Enterprise (DBE) [Program Details](#)