# UVA Office of Sponsored Programs (OSP)

**We are here to support you!**

## Grants & Contracts Team
- Proposal Activity, partnering with schools
- Research Awards and Contracts, to include external subawards
- Master Agreements/Awards (of any type)
- Account Setup (including At-Risk Accounts)
- Sponsor Budget Modification Requests
- Sponsor No Cost Extensions
- Non-Funded Agreements (NFAs) such as CDA; MTA; DUA; MOU; Teaming agreements, etc.

## Post Award Team
- Review Accounts (PTAEO) expenditures for allowability, allocability, and consistency
- Invoicing & Cash Management
  - Record payments
  - Monitor outstanding receivables
- Submit financial reports to sponsors
- Close out sponsored research project accounts
- Respond to financial audits
- Financial Compliance
  - Effort Reporting
  - Cost Sharing

## Electronic Research Administration Team
- Research System registrations and access and helpdesk function
- Research data integrity and Data Analytics
- Institutional research reporting
- Web applications
- ResearchUVA

### OSP Contact information:

Stewart Craig  
Executive Director, OSP  
Authorized Organizational Representative (AOR)
Essential Tips for Researchers at UVA

Vice President for Research (VPR) -- https://vpr.virginia.edu

We want faculty focusing on Proposal development, Discovery, and Innovation, but research does have administrative duties.

**Common Systems used at UVA that affect faculty**

**Recon@**
System used to review and approve expenditures – Principal Investigators are responsible for program and budgetary management of a grant or contract and are assigned the Approver role in Recon@.
Sign in: https://cacs-web-prd.web.virginia.edu/reconapp/Welcome

**Effort@**
System used to validate salaries and wages charged to sponsored programs.
FAQ: https://sponsoredprograms.virginia.edu/effortuva-faqs
Sign in: https://ernet.admin.virginia.edu/effort

**Workday**
UVA’s new Human Resources technology system used to manage most Human Resource (HR) activities
https://hr.virginia.edu/workday-central

**Research Administration tool (RAD)**
The module blends the Qlik technology behind the UBI reporting tool with the analytic capabilities of Qlik Sense, a complementary tool. Offers principal investigators and research administrators’ clarity into post-award data, financial issues, and trends associated with sponsored research.
Find out more here: http://uvafinance.blogspot.com/2018/07/research-administration-dashboard.html

**ResearchUVA**
UVA developed software platform to support research administration
FAQ: https://info.researchuva.virginia.edu/

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**Getting Started**

**First Faculty Position:**
- Identify new funding opportunities: https://researchdevelopment.vpr.virginia.edu/grant-funding-opportunities
- Contact your departmental administrator to initiate a new proposal and/or any required non-funded agreements in ResearchUVA

**Moving Existing Research to UVA:**
- If you haven’t already, contact your departmental administrator to initiate the process of moving awards and any non-funded agreements through ResearchUVA
- Contact your departmental administrator when ready to start a new proposal in ResearchUVA

**Ask the Experts**

Your Departmental Administrator
Your school Dean’s office
Office of Sponsored Programs (OSP) (434) 924-4270
New list serve specifically for new faculty
newfacultyhelp@virginia.edu