Job Aid: Managing Award Deliverables
1 Award Deliverables Overview

Deliverables are entered in the system by the Research Community during award setup. The Research Community is also responsible for reviewing and updating deliverables as appropriate.

OSP will complete deliverables upon notification from the award Principal Investigator (PI), Responsible Party, or Administrative Contact.

A reminder email notification is sent to the “Responsible Party” and all other staff selected to receive deliverable notifications when the deliverable due date is 90 days, 60 days and 30 days out. Email notifications are not sent once the due date has passed.

A list of deliverables is displayed on the Deliverables tab of the Award Workspace.

2 Add a Deliverable

1. Navigate to the Award Workspace and click the Manage Deliverables activity.

2. In the Manage Deliverables window, click the Add button.

3. In the Add Deliverable window, complete the fields as noted below. When complete, click OK.
   
   a. **Name** – Enter a short, descriptive name for the deliverable.
   
   b. **Deliverable description** – Describe the action or work requirement necessary to complete this deliverable.
c. **Set number of occurrences** – Indicate the number of times the deliverable action or task should occur.

d. **Frequency** – Indicate how often the deliverable should occur based on the setup number of occurrences indicated.

The “Frequency” and “Set number of occurrences” fields work together to create multiple deliverables when applicable. For example, if three annual reports are required, enter “3” for “Set number of occurrences” and “Annual” for the “Frequency.” After clicking **OK**, three deliverables are displayed – one for each annual report.

![Note: For the “Final” and “On Demand” options, only one occurrence is created.]

e. **Due Date** – Date the deliverable is due.

f. **Responsible party** – Select the primary person responsible for completing this deliverable. This person will receive deliverable notifications.

g. **Additional staff receiving deliverable notification** – All award editors are listed; however, this list can be modified as necessary.

4. Add additional deliverables as needed. When complete, click **OK**.

5. Deliverable information can be reviewed on the Deliverables tab of the *Award Workspace*.

### 3 Complete a Deliverable

Specialists will complete deliverables in ResearchUVA PBH. Follow the steps below to notify a Specialist that a deliverable has been completed using the “Send Email” activity (other roles, such as the PI, do not have the ability to complete deliverables).

1. From the *Award Workspace*, click the **Send Email** activity.

2. In the *Send Email* window complete the following:

   a. **1. Email subject line** – Use a subject line to let the Specialist know the deliverable is complete.

   b. **2. Select at least one group of recipients** – Check the **Specialist** box (you may check other boxes for informational purposes).

   c. **3. Comments to be included in the email** – Provide the Specialist with information about the deliverable completion.

   d. **4. Supporting documents** – Optional, attach deliverable documents if needed.

   e. Click **OK** to submit the email.

   f. The Specialist will complete the deliverable upon receipt and review of the email.
3. Deliverable information can be reviewed on the Deliverables tab of the Award Workspace.