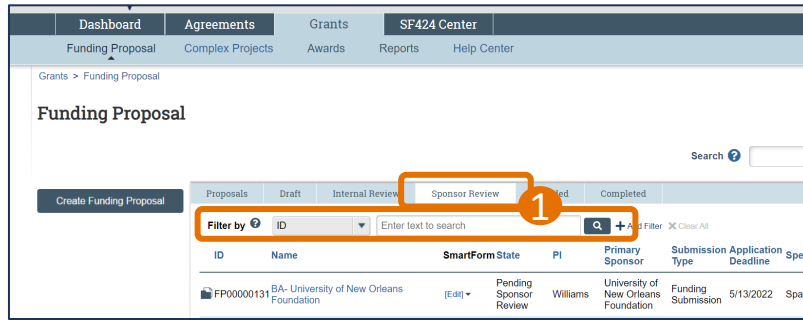


Use **Funding Anticipated** when an offer acknowledgment is received from the Sponsor.



Pending Sponsor Review

Next Steps

View Funding Proposal

Printer Version

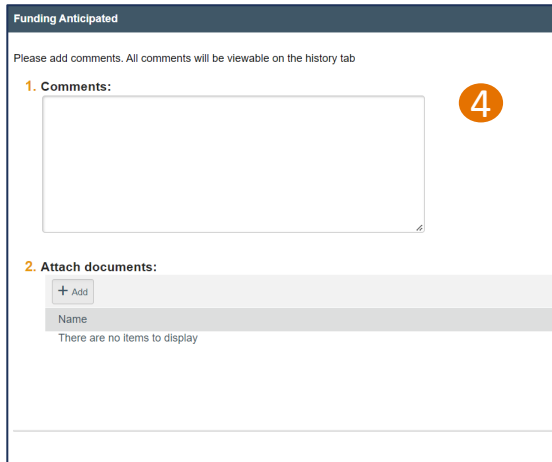
Create Funding Award

COI Disclosure Status

Send Email

Assign Specialist

Add Comment



Pending Sponsor Review

Next Steps

View Funding Proposal

Printer Version

Create Funding Award

Send Grants Status Update

Send Email

COI Disclosure Status

Funding Anticipated

Award Letter Received

Withdraw Submitted or Not Funded Proposal

Manage Ancillary Reviews

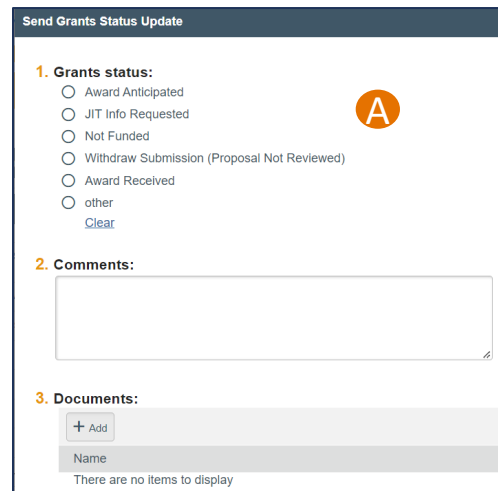
Manage Relationships

Manage Tags

Create Agreement

JIT Changes Required

Add Attachments



Funding Anticipated– Quick Guide

1 Search for the Funding Proposal in the Grants Module. Proposals submitted to the sponsor will show up under the Sponsor Review tab.

2 OSP: Confirm the Specialist is the OSP Sr. Admin. Continue to Step 3.

Submitting Schools: Assign the Specialist to the OSP Pre-Award Sr. Admin assigned to your portfolio. Continue to Step 3.

Non-submitting Schools: Use the Send Grants Status Update or Send Email activity **A** to notify OSP an award is anticipated. **Skip to Step 5.**

3 Click on the Funding Anticipated activity.

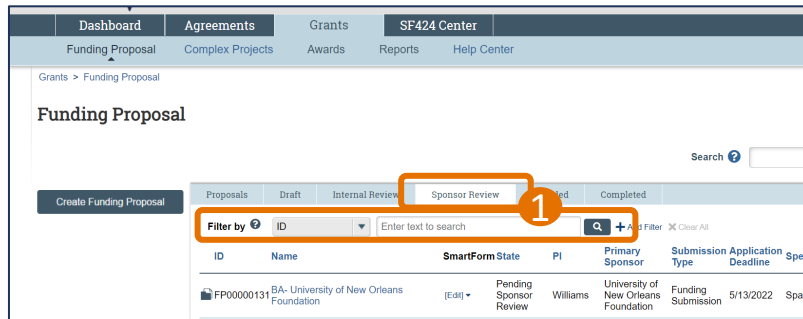
4 A new window will open with a place for comments and a place for documents.

5 Use the Add Attachments activity to add any other relevant attachments.

The Funding Proposal will show up on the OSP Specialist's Dashboard. They will determine if additional actions are needed, such as a JIT or response to the Sponsor.

Note: Emails can only be uploaded as PDFs or EML files.

Use **Award Letter Received** when an award letter or agreement is received from the Sponsor.



Award Letter Received – Quick Guide

- 1 Search for the Funding Proposal in the Grants Module. Proposals submitted to the sponsor will show up under the Sponsor Review tab.
- 2 OSP: Assign yourself as Specialist. Continue to Step 3.

Submitting Schools: Assign the Specialist to the OSP Pre-Award Sr. Admin assigned to your portfolio. Continue to Step 3.

Non-submitting Schools: Use the Send Grants Status Update or Send Email activity to notify OSP you received award documentation. (See image A on page 1.) **Skip to step 5.**

- 3 Click on the Award Letter Received activity.
- 4 A new window will open with the Award Letter Received fields, including a place for comments and a place for the direct sponsor award documents. Complete all fields and upload the award letter or agreement and click Ok.
- 5 Use the Add Attachments activity to add any other relevant attachments, including the email for the award letter.

Next Steps: OSP will initiate a Funding Award or Agreement.

Pending Sponsor Review

Next Steps

- View Funding Proposal
- Printer Version
- Create Funding Award

COI Disclosure Status

- Send Email
- Assign Specialist
- Add Comment

Pending Sponsor Review

Next Steps

- View Funding Proposal
- Printer Version
- Create Funding Award

COI Disclosure Status

- Funding Anticipated
- Award Letter Received
- Withdraw Submitted or Not Funded Proposal
- Manage Ancillary Reviews
- Manage Relationships
- Manage Tags
- Create Agreement
- JIT Changes Required
- Add Attachments

Execute "Award Letter Received" on FP00000131 - Google Chrome

ruvaphb1.virginia.edu/Grants/sd/ResourceAdministration/Activity/form?ActivityType=com.webbridge.entity.Entity%5C

Award Letter Received

1. * Direct sponsor award ID:
2. Expected direct sponsor decision date: 5/12/2022
3. * Actual date of direct sponsor decision:
4. Current proposal grand total: \$9,999
5. Comments or notes for this award:
6. Direct sponsor award documents:
 - + Add
 - Name
 - There are no items to display