University of Virginia

ResearchUVA Powered by Huron

Reference Guide: Award Guide for the Research Community

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1   Introduction

This guide describes how the Research Community and Central Offices (Submitting Schools and OSP) will interact with the ResearchUVA Powered by Huron (PBH) system.

Tip: See the "Overview" reference guide on the [ResearchUVA PBH website](#) for general information on navigation, user roles, searching, and workflow. See the end of this guide for a glossary of ResearchUVA PBH terminology.

2   Navigation

2.1   How to Access a Record

You can access and view Grants module records you have permission to see. You can locate or search for records on the *Dashboard* or *Grants Module* pages as shown below.
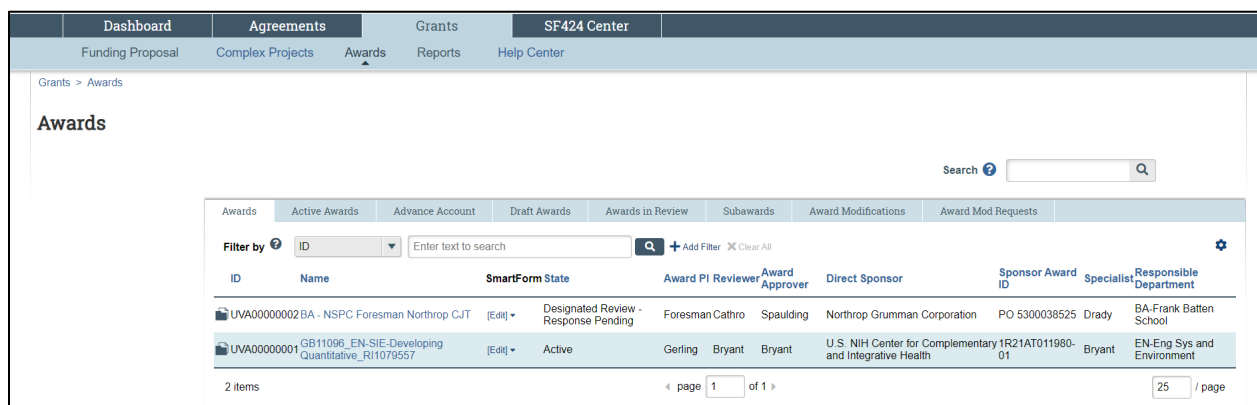
- **Dashboard, My Inbox page** – This page acts as your to-do list and contains records from any of the ResearchUVA PBH modules (Grants and Agreements) that require an action from you. To access a record, click on the record **ID** or **Name**. See the [Reference Guide – Grants & Agreements Overview Guide](#) for additional information.

Tip: Select "Date Modified" to organize records by most recent or oldest.

- **Grants Module page** – Funding proposal and award records can be accessed on this page. To access a record, click on the **Name.**

2.2   How to Navigate Award Workspace Tabs

On the *Award Workspace*, you can access a number of workspace tabs. Each workspace tab contains a snapshot of related information on an Award.

The following table provides a description about each of the *Award Workspace* tabs:

Workspace Tab	Description
Modifications	Modification requests and modifications made on the award will show on this tab. Click the links to navigate to the workspaces for these items.
Totals	Shows totals proposed, awarded, and authorized.
Funding Allocations	Shows funding allocated to the award to date..
Deliverables	Deliverables are entered in ResearchUVA PBH during award setup.
Subawards	*This tab will not be utilized.* Outgoing subawards will be initiated in Agreements and will show under the Related Projects tab.
Child Awards	*UVA is not using this functionality.*
Related Projects	Linked Agreements, including outgoing subawards, will show here.
Reviewers	Contact information for Department Administrators, PIs, OSP contacts, and Ancillary Reviewers will display here.
Correspondence	Using the Log Correspondence activity will log any notes here. Log Correspondence includes manual notes on phone calls, meetings, and

	emails related to the Award (note that .email files are not recognized by PBH and must be saved as PDFs).
History	Displays changes made, comments, and emails associated with Award.
Attachments	The Notice of Award and other attachments will appear in this tab.
Change Log	Records changes when edits are made to the Award record.
Reviewer Notes	The Designated Review notes will be summarized here and contain a link to the SmartForm page containing the note.

2.3 How to Add a Comment

Comments can be added to an award and are visible to all individuals that have access to read or edit the award. Follow the steps below to add a comment to the Award:
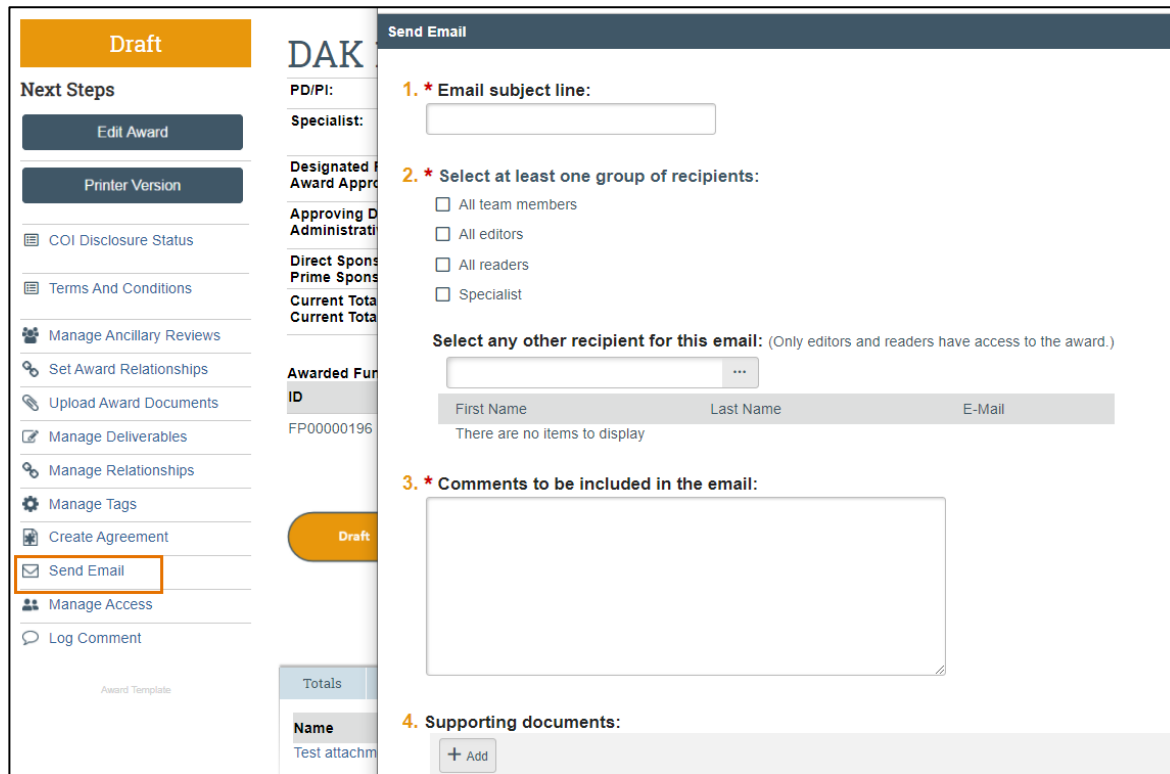
1. Navigate to the *Award Workspace* and click the **Log Comment** activity.

2. In the *Log Comment* window, enter your comments and any attachments. When complete, click **OK** to return to the *Award Workspace*.

3. Click in the **History** tab to review the comments.

Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments	Change Log	⋯
Activity						**Author**			▾ **Activity Date**		
💬 Log Comment Test comment & attachment. 📄 Test attachment.docx						Simms (pi), Rebecca			1/27/2022 8:00 PM		
🔗 Uploaded Award Documents						Simms (pi), Rebecca			1/27/2022 7:45 PM		

2.4 How to Send an Email

Emails can be sent from the *Award Workspace* to other users at UVA. All emails are tracked within the History tab of the award. Attachments included in emails will show up in the History tab but not on the Attachments tab. Use of system emails rather than external accounts is encouraged to maintain correspondence within the record. Follow the steps below to send an email from the Award:

1. Navigate to the *Award Workspace* and click the **Send Email** activity.

2. Complete the fields in the *Send Email* window.
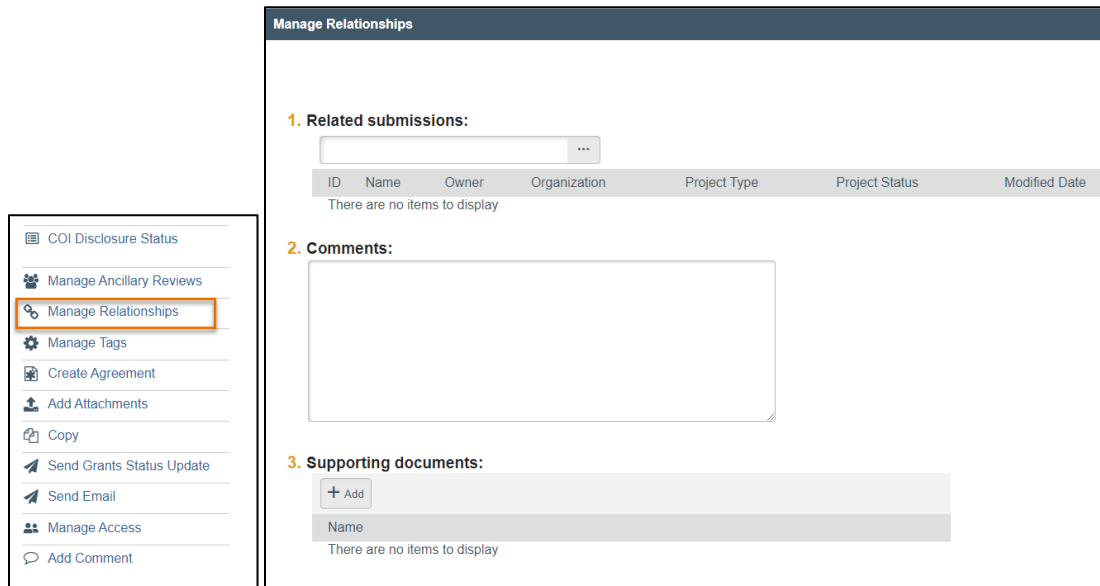
3. When complete, click **OK** to return to the *Award Workspace*.

2.5   How to Manage Relationships

Awards can be linked to Agreements using the "Manage Relationships" activity.

Follow the steps below to associate an agreement with a proposal or award:

1. Navigate to the *Award Workspace*.

2. On the *Award Workspace*, click the **Manage Relationships** activity.

3. In the *Manage Relationships* window, search for the related submission you would like to link. Select the appropriate project and click **OK**.

4. When complete, click **OK**.

📒 **Note**: *Linked agreements are displayed on the Related Projects tab of the Workspace.*

3   Understanding Awards

When the award letter is received, by either the PI, study team, or OSP, OSP will create the Award record. Refer to the Reference Guide – Proposals for instructions on updating the Proposal with an award decision and sending any award documentation or sponsor communication to OSP.

The information below provides an overview of Awards, and the next section Additional Award Tasks outlines common tasks performed by the Research Community.

3.1   How to Understand the Award Workflow

For reference, below is the ResearchUVA PBH system workflow:
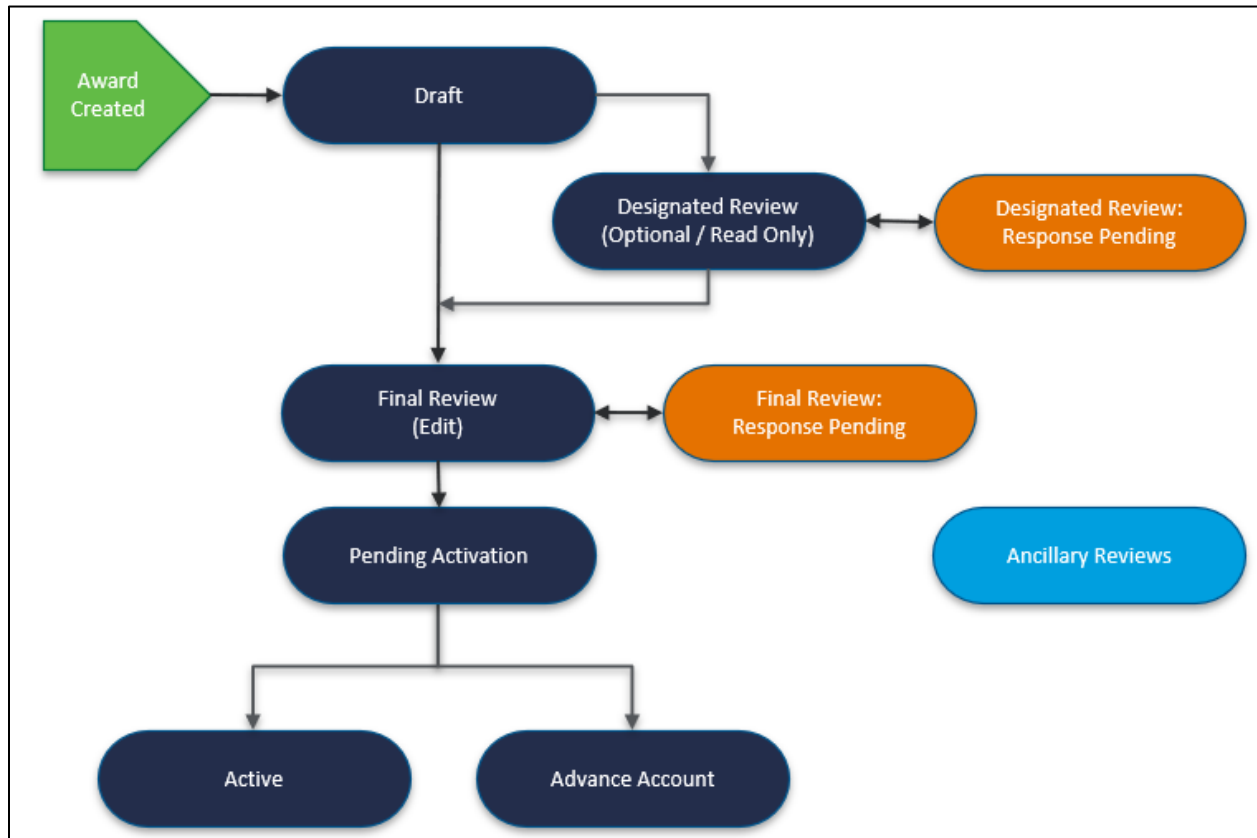
3.1.1   Award Workflow States

The following table provides additional information about each of the Award states:

System Workflow State	Workflow Map State	Description	Notes
Draft	Draft	Initial state upon creation.	OSP creates new awards and completes the following pages, if applicable, of the Award SmartForm: • General Award Information • Related Items • Financial Setup • Budget Allocations • Terms and Conditions • Deliverables • Compliance Review

System Workflow State	Workflow Map State	Description	Notes
Designated Review	Designated Review	State in which department or school reviewer can provide any needed feeback such as on the budget reconciliation, personnel effort, or compliance information.	Feedback is noted in "Submit for Final Review" activity comment box or the "Log Comment" activity. Comments from both activities are visible in the History tab.
Designated Review – Response Pending	Response Pending	Indicates the Designated Approver requires changes to the Award.	If any changes are required to the award, the department or school reviewer should submit it back to OSP for changes. Do not send the award to OSP for final review.
Final Review	Final Review	An award enters final review when all changes have been made, Ancillary Reviews are complete and the award is ready for setup in Oracle or Workday.	OSP makes any changes requested by the Department/School and enters the Award data into Oracle or Workday.
Final Review – Response Pending	Response Pending	Indicates the Award Approver requires additional information/clarification.	This returns the award to the Specialist for changes.
Advance Account	Active	Indicates financial account has been setup for spending in advance of the final award being received.	This is RUVA PBH terminology for an at-risk account.
Active	Active	Indicates the award is active in ResearchUVA PBH and the financial system (Oracle or Workday).	OSP executes "Activate" activity after all Ancillary Reviews are complete.
Completed	No workflow map displays	Indicates the award is complete in ResearchUVA PBH.	

System Workflow State	Workflow Map State	Description	Notes
Transferred Out	No workflow map displays	Indicates the award was transferred to another institution.	When an "Early Termination" award modification is approved and the termination reason is transferred out, the parent award updates to this state.
Terminated	No workflow map displays	Indicates the award was terminated.	When an "Early Termination" award modification is approved and the termination reason is **not** transferred out, the parent award updates to this state.
Withdrawn	No workflow map displays	Indicates the award setup has been withdrawn.	

4   Additional Award Tasks

The following subsections describe how to complete additional tasks that may be necessary as the award progresses through the workflow.

4.1   How to Upload Award Documents

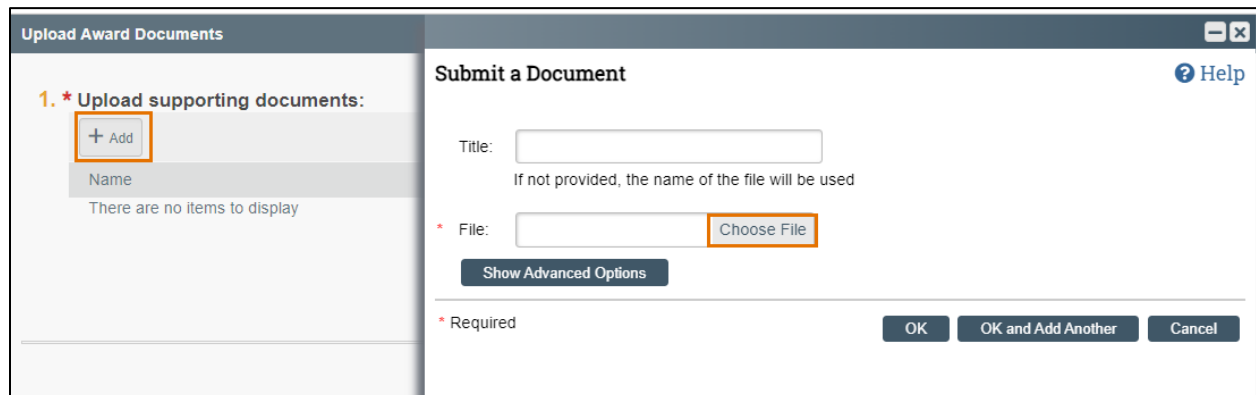Award documents should be uploaded within the Award SmartForm or by using the "Upload Award Documents" activity. **This includes any official award documents associated with an award modification**. When documents are uploaded in either of these locations (the Smartform or the "Upload Award Documents" activity), they display on the Attachments tab on the *Award Workspace*.

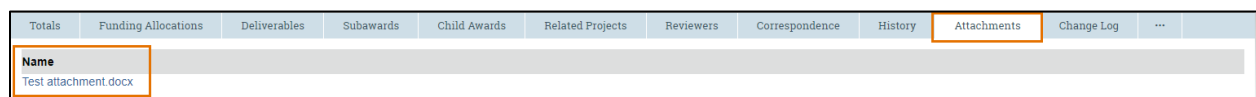ⓘ*Important: Do not upload award documents in any other locations or activities (e.g., via the Log Comment activity), as they will not display on the Attachments tab.*

Follow the steps below to upload documents using the "Upload Award Documents" activity:

1. Navigate to the *Award Workspace* and click the **Upload Award Documents** activity.

2. In the *Upload Award Documents* window, click the **Add** button upload award documents.

3. In the *Submit a Document* window, click **Choose File** to upload the document. Click **OK and Add Another** if there is more than one document to upload.

4. Click **OK** when all Award documents have been uploaded.

5. When returned to the *Award Workspace*, click the **Attachments** tab to display the award documents.

4.2   How to Locate Award Documents in the Award Workspace

Follow the steps below to find award documents (including the notice of award):

1. Navigate to the *Award Workspace* and click the **Attachments** tab.

2. Click the **attachment name** to open the attachment.

Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments	Change Log	···

Name
Test attachment.docx

4.3 How to Manage Access to the Award

The "Manage Access" activity is used to manage the list of individuals who have either edit or read-only access to the award.

Note: This activity contains the same list of editors and/or readers as those listed as team members on the General Award Information page of the Award SmartForm.

Follow the steps below to add an individual:

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

2. In the *Manage Access* window, enter the individual's name or use the ellipsis ("…") to search for an individual to be added as an administrative contact (under Question 1), editor (under Question 2) or as a reader (under Question 3).

3. When complete, click **OK** to return to the *Award Workspace*.

4.4 How to Manage a Deliverable

Non-financial Deliverables are entered in the ResearchUVA PBH system by the Research Community during award setup via the Designated Review process, and the Research Community is responsible for reviewing and requesting updates to Deliverables as appropriate. Use of this system functionality is encouraged to reduce the number of missed sponsor deadlines.

A reminder email notification is sent to the "Responsible Party" and all other staff selected to receive 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*.

Modifications	Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments	···

The deliverables associated with this award are listed below. If you want to modify the deliverables, use the Manage Deliverables activity.

Filter by ❓   Owner First ▼   Enter text to search   🔍 ➕ Add Filter ✖ Clear All   Export to CSV ⚙

Deliverable	Owner First	Owner Last	Due Date	Status	Completion Date	Completed By
RPPR	Rebecca	Simms (pi)	5/1/2023	Not Started		
RPPR 2	Rebecca	Simms (pi)	5/1/2024	Not Started		
RPPR 3	Rebecca	Simms (pi)	5/1/2025	Not Started		
RPPR 4	Rebecca	Simms (pi)	5/1/2026	Not Started		
Final Technical Report	Rebecca	Simms (pi)	10/27/2027	Not Started		

Important: You must be associated to the individual Deliverable as either the "Responsible Party" or as "Additional staff receiving Deliverable notifications" for the "Complete" button to display in the Manage Deliverables window, which allows you to compete the Deliverable.

4.4.1 How to Add a Deliverable

Follow the steps below to 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.

Manage Deliverables

1. Add deliverables: ❓

	Name	Due Date	Responsible Party	Status	Completion Date
	RPPR	5/1/2023	Rebecca Simms (pi)	Not Started	✖
	RPPR 2	5/1/2024	Rebecca Simms (pi)	Not Started	✖
	RPPR 3	5/1/2025	Rebecca Simms (pi)	Not Started	✖
	RPPR 4	5/1/2026	Rebecca Simms (pi)	Not Started	✖
	Final Technical Report	10/27/2027	Rebecca Simms (pi)	Not Started	✖

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.

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

Reminder: Award editors must be associated with a deliverable, either as the "Responsible Party" or as "Additional staff receiving deliverable notifications," to complete the deliverable in the system.

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

5. To review the deliverables, click on the Deliverables tab of the *Award Workspace.*

4.4.2   *How to 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 (The Research Community does not have the ability to update deliverables).

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

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

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

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

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

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

    Click **OK** to submit the email. The Specialist will complete the deliverable.

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

5   Award Modifications

OSP will initiate an Award Modification after receiving a modification document from the sponsor through the OSP Intake (ospnoa@virginia.edu) or when the Research Community submits an Award Modification Request that necessitates a change in the financial system.

📝 **Note**: *For Award Modification Requests that require submission to the Sponsor but do not necessitate a change in the financial system, OSP will not create an Award Modification. The Award Modification Request will stay under review until the request has been submitted and received by the Sponsor.*

Similar to Awards, an Award Modification will be created by OSP, and routed to the School for review in Designated Review. The changes in the financial system will occur during the Final Review stage. The Award Modification will be marked as Complete when the Award has been updated in the financial system.

5.1   How to Request an Award Modification

Over the course of a sponsored project, changes to an award may become necessary, such as budget adjustments, requesting a PI leave of absence, or requesting a second no-cost extension. These changes are managed using award modifications.

Note*: Some Award Modifications will be initiated and managed by OSP based on sponsor notifications. The Research Community will initiate Award Modification Requests for situations where the request is initiated in the unit.*

The Award Modification Request provides a way for users with access to an award to request changes within the system. This creates a searchable history of all modification requests in one place.

The Award Modification Request is a simple SmartForm that collects a request title, a date, a description of the change, and supporting documents. Once completed, the requestor submits the Award Modification Request to the assigned Specialist for review. The Specialist can then decline the request, return it to the requestor for clarifications, or approve it.

Important: *Each School has different requirements for approvals of Award Modification Requests before they are sent to the OSP Specialist. Please refer to your School's specific guidance on review and approval of Award Modification Requests.*

Note*:*

- *Award Modification Requests and Award Modifications are listed under the Modifications tab on the Award Workspace.*

- *Award Modification Requests and Award Modifications are two separate records with different states.*

Follow the steps below to request an Award Modification:

1. Navigate to the *Award Workspace* and click the **Request Award Modification** button.

2. Complete the following questions on the *Request Details* page. When complete, click the **Finish** button.

   1. Short title – Enter a short title for the modification.

   2. Date requested – This field automatically populates with today's date.

   3. Full description of requested changes – Enter a description of the award changes being requested.

Request Type	Full Description of Requested Changes
Advance Account Extension	New end date, and any information or documentation of the pending sponsor modification. *An advance account extension will extend the end date of your award for a maximum of 6 months, in an at-risk status, pending a formal sponsor modification to the award.*
Advance Account Prelim	Start and end date and any information or documentation of the pending sponsor modification. Explain why a preliminary award or grant is required. *For instances where a new award is required, an advance account prelim needs to be requested. With Workday, there will not be many instances where a new award is required. An Advance Account Prelim can also be used if a new Workday Grant is needed. This will allow for a maximum of 6 months of advance (at-risk) spending, pending the formal sponsor modification to the award.*
Carryover	Amount to carryover; sponsor approval if already obtained; carryover budget if applicable. *For awards with restricted carryover (also called carryforward), this is used to request approval from the sponsor and for OSP to transfer the funds in the financial system.*
Change PI/Key Personnel	New PI name; revised documents if applicable (budget/biosketch/SOW/etc.); effective date of change; financial accounts impacted by change; sponsor approval
Change Scope	New SOW; reason for change; sponsor request/approval/correspondence
Change Sponsor	New sponsor name; effective date; explanation for change
Decrease Authorized Amount	New budget amount; reason for change
End a Grant or Contract Early	Termination date; reason
Increase Authorized Amount	New amount; explanation
Internal Budget Transfer	Upload internal budget transfer sheet; indicate if a new Oracle project (Workday grant) is needed and provide the required information pertaining to the project
No Cost Extension	New end date; sponsor approval if applicable
Other Modification	Explanation of change; sponsor approval if applicable

Other Sponsor Prior Approval	Explanation of change; prior approval from sponsor
Pre-Award Costs	Pre-Award cost date; sponsor approval if applicable
Re-Budget	New budget; sponsor approval if applicable
Spend Restrictions	Transaction controls that need to be added/removed from the award and any additional documentation as applicable

4. Supporting documents – Upload supporting documents, when applicable.

5. Specialist – Indicates the assigned Specialist in OSP.

6. **Request type** – Select the type that best matches your request.

3. After clicking the **Finish** button, the system returns you to the *Award Modification Request Workspace*. If additional updates are necessary, use the **Edit Modification Request** button. The award modification is in the Draft state and has not yet been submitted for OSP review.

4. To submit the award modification request from the *Award Modification Request Workspace,* click the **Submit to Specialist** activity to submit the modification request to a Specialist for review. In the *Submit to Specialist* window, add any comments or supporting documents (optional) and click OK. The award modification request transitions to the Review state.

6   ResearchUVA PBH Glossary

The following table provides additional information about terminology used within ResearchUVA PBH:

Term	Definition	Notes
Activities	Actions that can be executed by a user to update a record.	
Award	A record created in ResearchUVA PBH after a sponsor has indicated they will fund the research submitted in the proposal.	Awards have separate IDs from the associated Proposal.
Help Center	Contains reference guides and videos which provide step-by-step instructions on how to use the system.	UVA specific guides will be located on the website.
ResearchUVA PBH	An Electronic Research Administration (eRA) system used for research administration at UVA.	ResearchUVA PBH includes two modules: Grants and Agreements. This Reference

Term	Definition	Notes
		Guide covers the Grants module.
ID	Auto-generated identification number created by ResearchUVA PBH for each record created (e.g., FP00000001, AWD00000017).	
My Inbox	Dashboard that contains the "to-do" list of actions for any user.	
Proposal (or Funding Proposal)	A record created in ResearchUVA PBH that contains submission information for a research project that will be submitted to a sponsor for funding.	Proposals have separate IDs from their associated Awards.
Record	A submission created within ResearchUVA PBH. Examples include proposals, awards, award modification requests, award modifications, subawards, etc.	
SF424	The Grants.gov application for federal assistance. When submitting for a federal opportunity using system-to-system capabilities (S2S) within ResearchUVA PBH, an electronic SF424 is created and populated using information entered on the proposal.	
SmartForm	A series of pages completed with information about the record (e.g., proposal, award, etc.).	
State	The status of a record.	
Workflow	The process through which a record passes from beginning to end.	
Workspace	Contains key information associated with the record (State, Title, ID, etc.) and contains various buttons and links to perform Activities.	