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 <u>ResearchUVA PBH website</u> 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 <u>Reference Guide – Grants &</u> <u>Agreements Overview Guide</u> for additional information.

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

Dashboard	Agreements	Grants SF424 C	enter									
Page for Tom Bivens (pi2)	Page for Tom Bivens (p/2)											
Create 👻	My Inbox My Review	s										
-	My Inbox											
Recently Viewed	Filter by 🕑 ID	Enter text to search	Add Filter 🗙 Clear All			٠						
Recent Pinned	ID	Name	Date Created	→ Date Modified	State	Coordinator						
■ FP00000247: Mouse ModelsHuman Cancer	FP00000247	Mouse Models of Human Cancer	1/26/2022 9:42 AM	1/26/2022 9:49 AM	Draft	Ava Lambert						
OA0000004AM1: Amendment fokflow ☆	OA0000004AM1	Amendment for Agreement Workflow 1.20	1/20/2022 1:11 PM	1/20/2022 1:24 PM	Pre-Submission							
1.20 1	OA0000002AM1	Amendment for Agreement Workflow 1	1/18/2022 12:28 PM	1/18/2022 12:28 PM	Pre-Submission							

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

	Dashboard	Agree	ements		Grants	S	F424 Center							
	Funding Proposal	Complex Pr	ojects	Awards	Reports	Help Cent	ter							
Gran	nts > Awards													
Aw	vards													
											Search 🔮			Q
		Awards	Active Awa	ards Ad	vance Account	Draft Awa	ards Awards in	n Review	Subawards	Award Modifications	Award Mod	l Requests		
		Filter by 🔞	ID	•	Enter text to se	arch		Add Filter	🗙 Clear All					٠
		ID	Name			SmartForm S	tate	Award PI R	eviewer Award	d Direct Sponsor		Sponsor Award ID	Specialis	t Responsible Department
		🖹 UVA00000	002 BA - NSF	PC Foresman	Northrop CJT	[Edit] ▼ D R	esignated Review - esponse Pending	Foresman C	athro Spaul	ding Northrop Grumma	an Corporation	PO 5300038525	Drady	BA-Frank Batten School
		🖹 UVA00000	001 GB11096 Quantitat	δ_EN-SIE-De tive_RI10795	veloping 57	[Edit] ▼ A	ctive	Gerling Br	yant Bryan	t U.S. NIH Center f and Integrative He	or Complementar ealth	y 1R21AT011980- 01	Bryant	EN-Eng Sys and Environment
		2 items						∢ page 1	of 1 🕨					25 / page



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.

GB11096_	EN-SIE-Deve	loping Quant	tative_R	1079557					U\	A00000001	Funding Av	ward
PD/PI:			egory Gerling					Aw	ard Date:		4	1/15/2022
Specialist:		Sá	mantha Bryant						rt Date: I Date:			1/15/2022 3/31/2024
Designated Reviewer: Award Approver:			mantha Bryant mantha Bryant					Spo	onsor Award #:		1R21AT01	11980-01
Approving Dept/Div/In Administrative Contac	stitute: t:		-Eng Sys and Environm ra Fortune	ent								
Direct Sponsor: Prime Sponsor:		U.	3. NIH Center for Comp	lementary and Integrativ	ve Health							
Current Total Project F Current Total Award A	Period Commitment: mount To Date:		33,479 44,764									
Awarded Funding Prop	oosals:											
ID	Name					Principal In	vestigator			5	Status	
Draft	(Response Pending)	Final Review Response Pending	Active	Complete								
Modifications T	Totals Funding Allocations	Deliverables Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments	Change Log	Reviewer Notes		
Modification Requ	uests											
Name	SmartForm	Execute Activity		Date M	lodified		State	Subn	nitter	Specia	list	
	No data to display.											

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

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



	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			
Q	Log Comment			Simms (pi), Rebecca				1/27/2022 8:00 PM			
Test comm	nent & attachment.										
Test	attachment.docx										
Ø	Uploaded Award Documents	3		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.



Draft	DAK	Send Email
Next Steps	PD/PI:	1. * Email subject line:
Edit Award	Specialist:	
Printer Version	Designated I Award Appro	All team members
COI Disclosure Status	Approving D Administrati	All editors
Terms And Conditions	Current Tota	
Manage Ancillary Reviews	Guirent Iota	Select any other recipient for this email: (Only editors and readers have access to the award.)
% Set Award Relationships	Awarded Fur	
S Upload Award Documents	ID	First Name Last Name E-Mail
Manage Deliverables	FP00000196	There are no items to display
% Manage Relationships		3. * Comments to be included in the email:
Manage Tags		
Create Agreement	Draft	
Send Email		
L Manage Access		
♀ Log Comment		
Award Template	Totals	
	Name	4. Supporting documents:
	Test attachm	+ Add

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.



Ма	anage Relat	tionships					
	1. Related	d submiss	sions:				
	ID	Name	Owner	Organization	Project Type	Project Status	Modified Date
	There	e are no iten	ns to display				
COI Disclosure Status	2. Comm	ents:					
Manage Ancillary Reviews							
℅ Manage Relationships							
🏟 Manage Tags							
Create Agreement							
1 Add Attachments					4		
省 Сору							
Send Grants Status Update	3. Suppo	rting docu	iments:				
🖌 Send Email	+ Ad	d					
Search Manage Access	Nam						
Add Comment	There	e are no iten	ns to display				

- 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.

MTA00000014	20210727 AVT	Orlando I	Max (rev1)	The Rector & Visite	ors of the Universi	ty of Virginia	Agreement	Active	1/17/2022 8:30 PM	
ID	Name	Owner		Organization			Project Type	Project Status	Modified Date	
Filter by 🚱	Filter by 😧 ID 💌 Enter text to search				Add Filte	r 🗙 Clear All				4
Related Projects										
Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log		

3 Understanding Awards

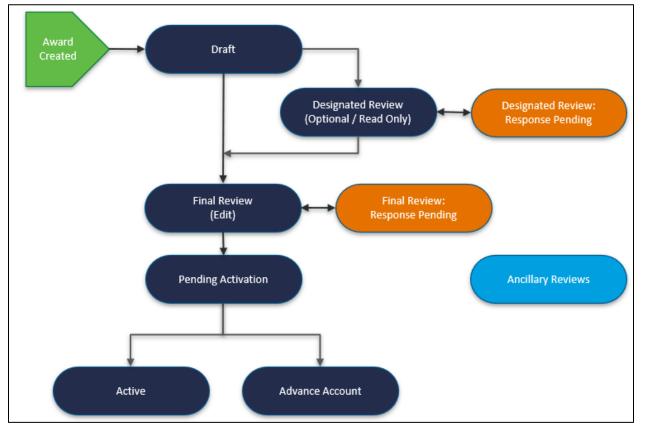
When the award letter is received, by either the PI, study team, or OSP, OSP will create the Award record. Refer to the <u>Reference Guide – Proposals</u> for instructions on updating the Proposal with an award decision and sending any award documentation or sponsor communication to OSP.

The information below provides an overview of Awards, and the next section <u>Additional Award Tasks</u> 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 <u>Award Workflow States</u>

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

(D*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.

Upload Award Documents		
1. * Upload supporting documents:	Submit a Document	Help
+ Add	Title:	
Name There are no items to display	If not provided, the name of the file will be used	
mere are no items to display	* File: Choose File Show Advanced Options	
	* Required	OK OK and Add Another Cancel

- 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.

Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments	Change Log	
Name										•	
Test attach	ment.docx										

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 attach	ment.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.
- 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.

Modifications	Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments		
The deliverables as	sociated with	this award are listed below	. If you want to mod	lify the deliverable	es, use the Manage De	eliverables activity.						l
Filter by 🕑 📿	wner First	Enter text to sear	ch	٩	🕂 Add Filter 🗙 Clear All						Export to CSV	•
Deliverable		Owner F	irst	Owner Last	Due Date	Status		Completion Date		Completed By		
RPPR		Rebecca	I	Simms (pi)	5/1/2023	Not Sta	arted					
RPPR 2		Rebecca	L. C.	Simms (pi)	5/1/2024	Not Sta	arted					
RPPR 3		Rebecca	l.	Simms (pi)	5/1/2025	Not Sta	arted					
RPPR 4		Rebecca	L. C.	Simms (pi)	5/1/2026	Not Sta	arted					
Final Technical Re	port	Rebecca	I	Simms (pi)	10/27/2027	7 Not Sta	arted					

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

(D*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.

anage Deliv	verables					
1. Add de	eliverables: 🕜					
+ Add	1					
	Name	Due Date	Responsible Party	Status	Completion Date	
	RPPR	5/1/2023	Rebecca Simms (pi)	Not Started		8
	RPPR 2	5/1/2024	Rebecca Simms (pi)	Not Started		8
	RPPR 3	5/1/2025	Rebecca Simms (pi)	Not Started		8
	RPPR 4	5/1/2026	Rebecca Simms (pi)	Not Started		8
	Final Technical Report	10/27/2027	Rebecca Simms (pi)	Not Started		8

- 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.



Research Community: Awards Reference Guide

Send Email		
	1	
1. * Email subject line:		
Deliverable Complete		
2. * Select at least one group of recipient		
All team members		
All readers		
Specialist		
Select any other recipient for this ema	il: (Only editors and readers ha	ave access to the award.)
First Name Last	Vame	E-Mail
There are no items to display		
3. * Comments to be included in the ema		
The RPPR for this grant was submitted today (1 deliverable to indicate it has been completed	(28/2022). Update the	
	li li	
 Supporting documents: 		
+ Add		
Name		
There are no items to display		

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

Modifications	Attachments	Project Info	Totals F	Funding Allocations	Related Awards	Deliverables	
The deliverable	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 searc	h for	Q +/	Add Filter X Clear All		Export
	Deliverable	Owner First	Owner Las	st Due Date	Status Co	mpletion Date	Completed By
	Progress Report	Rebecca	Simms (pi)	12/30/2021	Completed 10/	15/2020	Rebecca Simms (pi)
Complete	Progress Report 2	Rebecca	Simms (pi)	12/30/2022	Not Started		
Complete	Progress Report 3	Rebecca	Simms (pi)	12/30/2023	Not Started		

5 Award Modifications

OSP will initiate an Award Modification after receiving a modification document from the sponsor through the OSP Intake (<u>ospnoa@virginia.edu</u>) 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.

Unportant: 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.	