UVA Office of Sponsored Programs

We are here to support you!

Four Main Areas of Support

Grants & Contracts

Assistance with Large-scale Proposals	Proposal review/submission	Award setup
Award negotiation	Award execution	Subcontract negotiation, execution, monitoring

Post Award

Invoicing & Cash Management	Financial Compliance	Financial Reporting
Subaward financial review and closeout	Award Closeout	Respond to audits (external & internal audits, reviews)

Electronic Research Administration

ResearchUVA Legacy, Huron, UBI	Website, SOPs, System access, Helpdesk
Information/analytics /reporting	

Administration

Reception	Action triaging
Administrative management	

Three Teams

Grants & Contracts Team

- Proposal Review, 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 non-disclosure (NDAs), material transfers (MTAs), data use (DUAs), Teaming agreements, etc.

Post Award Team

- Review expenditures for allowability, allocability, consistency; review/approve invoices from external subawards
- Invoicing & Cash Management
- 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 Legacy

OSP Contact Information

Stewart Craig – Executive Director, OSP
Authorized Organizational Representative

Subscribe to our mailing list!

sponsoredprograms.virginia.edu

UNIVERSITY of VIRGINIA

Office of Sponsored Programs

Here to help!

Essential Tips for Researchers at UVA

Vice President for Research (VPR)
research.virginia.edu

Resources for Researchers
research.virgnia.edu/research-development

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

Common Systems used at UVA that affect faculty

Workday Account Certification

Principal Investigators are responsible for program and budgetary management of a grant or contract using the financial system. PIs can opt to be assigned the Grant Account Certifier's role in Workday Grants, or work with their Grant Managers to review and approve expenditures posted on their Grants. Resources are at https://uvafinance.virginia.edu/resources

Salary Certification on Sponsored Programs-under construction

Principal Investigators are required to validate salaries and wages charged to sponsored programs.
FAQ: https://sponsoredprograms.virginia.edu/effortuva-faqs

Workday

UVA's Human Resources & Financial System

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 Powered by Huron
UVA recently moved to a new software platform to support research administration **MORE INFO:** https://research.virginia.edu/osp

Getting Started

First Faculty Position:

- Identify new funding opportunities: https://research.virginia.edu/research-development/services/funding-discovery-tools-and-training

- Contact your departmental administrator to initiate a new proposal and/or any required non-funded agreements in ResearchUVA PBH

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