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 negotiation
- Award execution
- Award setup
- 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 (DUs), 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

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sponsoredprograms.virginia.edu
Essential Tips for Researchers at UVA

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:

**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