We are here to support you!

Four Main Areas of Support

Grants & Contracts
- Large-scale proposal development
- Proposal review/submission
- Award negotiation
- Award execution
- Subcontract negotiation, execution, monitoring

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

Electronic Research Administration
- ResearchUVA, Oracle, UBI
- Website, SOPs, System access, Helpdesk
- Information/analytics/reporting

Administration
- Reception
- Action triaging
- Administrative management

Three Teams

Grants & Contracts Team
- Proposal Activity, 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

OSP Contact Information

Stewart Craig – Executive Director, OSP
Authorized Organizational Representative

Subscribe to our mailing list!

sponsoredprograms.virginia.edu
Essential Tips for Researchers at UVA

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

Resources for Researchers
researchdevelopment.vpr.virginia.edu/research-support-resources-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

**Recon@**
System used to review and approve expenditures
Principal Investigators are responsible for program and budgetary management of a grant or contract and are assigned the Approver role in Recon@.
Sign in: [https://cacs-web-prd.web.virginia.edu/reconapp/Welcome](https://cacs-web-prd.web.virginia.edu/reconapp/Welcome)

**Effort@**
System used to validate salaries and wages charged to sponsored programs.
FAQ: [https://sponsoredprograms.virginia.edu/effortuva-faqs](https://sponsoredprograms.virginia.edu/effortuva-faqs)
Sign in: [https://ernet.admin.virginia.edu/effort](https://ernet.admin.virginia.edu/effort)

**Workday**
UVA’s new Human Resources technology system used to manage most Human Resource (HR) activities
[https://hr.virginia.edu/workday-central](https://hr.virginia.edu/workday-central)

**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.

**ResearchUVA**
UVA developed software platform to support research administration
FAQ: [https://info.researchuva.virginia.edu/](https://info.researchuva.virginia.edu/)

Getting Started

First Faculty Position:
- Identify new funding opportunities: [https://researchdevelopment.vpr.virginia.edu/grant-funding-opportunities](https://researchdevelopment.vpr.virginia.edu/grant-funding-opportunities)
- Contact your departmental administrator to initiate a new proposal and/or any required non-funded agreements in ResearchUVA

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