

UVA Office of Sponsored Programs



We are here to support you!

Four Main Areas of Support

Grants & Contracts

Large-scale proposal development	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, 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](http://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>

Effort@

System used to validate salaries and wages charged to sponsored programs.

FAQ: <https://sponsoredprograms.virginia.edu/effortuva-faqs>

Sign in: <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>

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

UVA developed software platform to support research administration

FAQ: <https://info.researchuva.virginia.edu/>

Getting Started

First Faculty Position:

- Identify new 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