UVA Office of Sponsored Programs (OSP)

We are here to support you!

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
- Closeout
- Audits (Single Audit and external audits)

Electronic Research Administration

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

Administration

- Reception
- Action triaging
- Administrative management

OSP Contact information:

Stewart Craig
Executive Director, OSP
Authorized Organizational Representative (AOR)

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 CDA; MTA; DUA; MOU; Teaming agreements, etc.

Post Award Team

- Review Accounts (PTAEO) expenditures for allowability, allocability, and consistency
- Invoicing & Cash Management
  - Record payments
  - 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

Essential Tips for Researchers at UVA

New to UVA? Resources for Researchers -- https://vpr.virginia.edu/new-uva

Vice President for Research (VPR) -- https://vpr.virginia.edu

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

New list serve specifically for new faculty

newfacultyhelp@virginia.edu