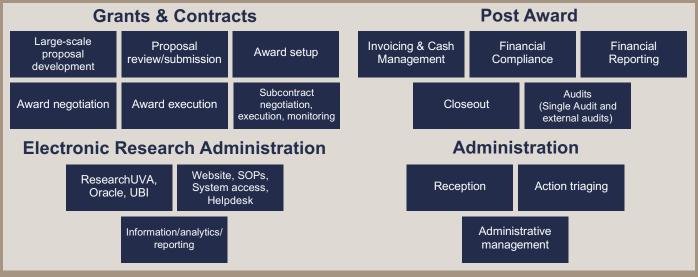
# UVA Office of Sponsored Programs (OSP) We are here to support you!





## **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



Here to help

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: <a href="https://cacs-web-prd.web.virginia.edu/reconapp/Welcome">https://cacs-web-prd.web.virginia.edu/reconapp/Welcome</a>

#### Effort@

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

FAQ: <a href="https://sponsoredprograms.virginia.edu/effortuva-faqs">https://sponsoredprograms.virginia.edu/effortuva-faqs</a>

Sign in: <a href="https://ernet.admin.virginia.edu/effort">https://ernet.admin.virginia.edu/effort</a>

#### 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: <a href="https://info.researchuva.virginia.edu/">https://info.researchuva.virginia.edu/</a>

# **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 nonfunded 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