University of Virginia

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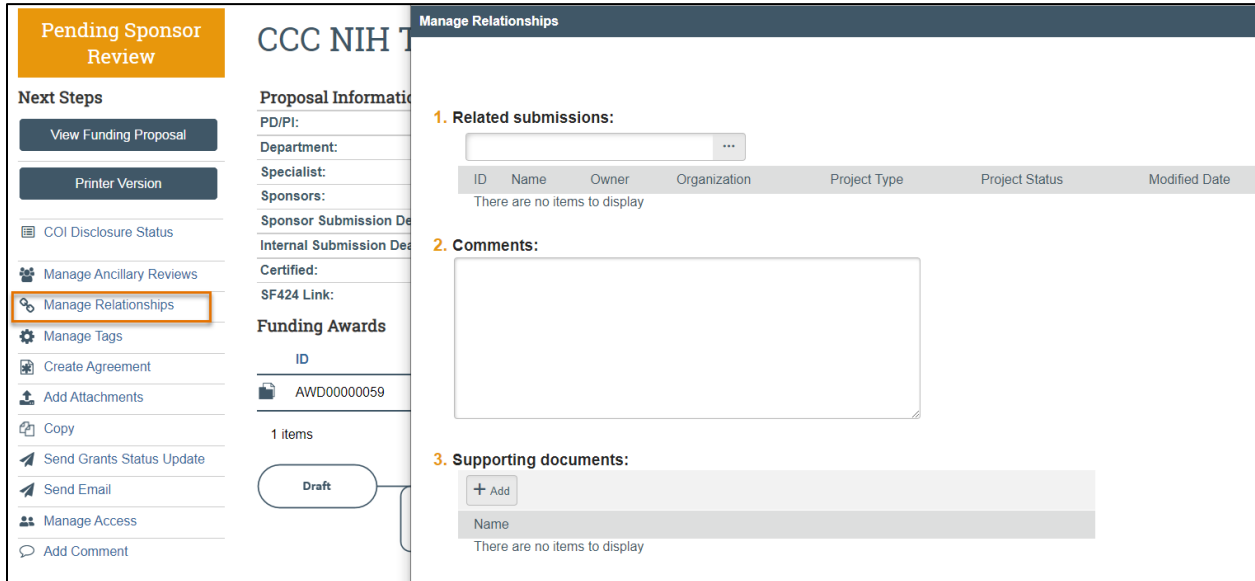
Job Aid: Manage Relationships

How to Manage Relationships

Proposals and Awards can be linked to Agreements using the "Manage Relationships" activity.

Follow the steps below to associate an agreement with a proposal or award:

1. Navigate to the *Proposal Workspace or Award Workspace*, as appropriate.

2. On the *Workspace*, click the **Manage Relationships** activity.

3. In the *Manage Relationships* window, search for the related submission you would like to link. Select the appropriate project and click **OK**.

4. When complete, click **OK**.

🗒️ *Note*: *Linked agreements are displayed on the Related Projects tab of the Workspace.*

ID	Name	Owner	Organization	Project Type	Project Status	Modified Date
MTA00000014	20210727 AVT	Orlando Max (rev1)	The Rector & Visitors of the University of Virginia	Agreement	Active	1/17/2022 8:30 PM