

University of
Virginia

ResearchUVA
Powered by Huron

Reference Guide: Overview

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1 Introduction

ResearchUVA Powered by Huron (ResearchUVA PBH) is a comprehensive solution for proposal submission, award management, and sponsored agreement management. The system is comprised of a Grants module and an Agreements module. The Grants module ensures successful proposal creation and budget development, electronic submission to Grants.gov, and post-award management capabilities including award setup, award modifications, and budget reconciliation to enter and track sponsor approved budgets. The Agreements module ensures successful management of various types of sponsored agreements (funded and non-funded) and agreement amendments. The Agreements module will also allow for the management of outgoing subawards.

This guide describes how the Research Community (Principal Investigators (PIs), Department Administrators, project team members, etc.) will interact with the ResearchUVA PBH system and includes guidance on understanding user roles, navigating the system, searching for records, and understanding the workflow of Proposals, Awards, and Agreements. A [glossary](#) and [help information](#) are contained at the end of this guide.

2 Understanding User Roles and Permissions

ResearchUVA PBH applies rules that ensure only the appropriate users see, edit, or otherwise act on a project at the appropriate points in its lifecycle. These rules are managed through *user roles*, *assigned responsibilities*, and *workflow states*.




- **User roles** define a set of tasks users can perform on projects. All University of Virginia (UVA) users will automatically have the Registered User and Study Staff roles at go-live. The ResearchUVA PBH implementation team will assign any additional user roles that department level users require such as the Departmental Reviewer role. After go-live, new hires will automatically appear in the system via an integration with UVA's human resources system and receive the Registered User and Study Staff roles, and the Office of Sponsored Programs (OSP) Info Team will manage additional user role needs.
- **Assigned responsibilities** provide an additional layer of control beyond user roles. For example, while all UVA users will have the Registered User and Study Staff roles, only the PI and other personnel listed as on a Funding Proposal with edit rights can edit that particular Funding Proposal.

Users can assign some responsibilities to other users themselves. For example, the PI on a proposal can assign Funding Proposal editors and viewers.

- **Workflow states** define different phases of a project lifecycle. Security rules determine which user roles or assigned responsibilities can view, edit, or perform certain activities on the project while it is in a certain state. For example, when a Funding Proposal is first created, it is in the Draft state. In that state, users with the Study Staff role and an assigned responsibility to the Funding Proposal can edit its [SmartForm](#) (data collection pages). When the Funding Proposal is submitted for review, users with the Study Staff role and an assigned responsibility to the Funding Proposal can view but cannot edit the SmartForm.

2.1 Grants and Agreements Roles

The system user roles configured for UVA are defined in the table below.

System User Roles	Module	System Responsibility
Study Staff / Registered User	Grants, Agreements	Creates and submits Funding Proposals, Award Modification Requests, outgoing subawards and non-funded agreements.  Note: All users in ResearchUVA PBH have these roles.
Department Reviewer	Grants	Reviews, requests changes to (if necessary), and approves a Funding Proposal before it is forwarded to the Central Offices (OSP or the Submitting School) for final review and approval.  Note: Certain department level staff will have this role.
Specialists	Grants	Manages proposals, awards, and award modifications.  Note: The Central Offices will have this role. If both OSP and the Submitting Schools can execute an activity, the Specialist will be referred to as the Central Office Specialist. For activities only OSP can execute, this document will distinguish the activity is assigned to an OSP Specialist.
SF424 Specialist	Grants	Additional role given to Central Office Specialists that allows the ability to submit the SF424.
Award Approver	Grants	Activates and approves awards or award modifications in Final Review.
Agreements Reviewers/Managers	Agreements	Manages and negotiates Agreements and Agreement amendments.
Global Grants Viewer	Grants	Provides read-access to all Grants records in ResearchUVA PBH.
Global Agreements Viewer	Agreements	Provides read-access to all Agreements records in ResearchUVA PBH.

2.2 User Groups

The UVA user groups and required system user roles are defined in the table below.

User Group	General System Responsibilities	Required System User Role(s)
Research Community	<ul style="list-style-type: none"> Proposals 	<ul style="list-style-type: none"> Study Staff

User Group	General System Responsibilities	Required System User Role(s)
(e.g., PIs, administrators, postdoctoral appointees, staff, and students responsible for proposals and awards)	<ul style="list-style-type: none"> ○ Create, edit, and withdraw Funding Proposals, including the proposal budget(s). ○ Create additional budgets beyond those created automatically by the system. ○ Create subaward budgets. ○ Create cost sharing budgets. ○ Copy an existing proposal to jump-start creation of a new but similar proposal. ○ Manage the SF424. ○ Upload science documentation. ○ Manage the guest list, designating which users can edit or read a proposal or award. ● Award Modification Requests <ul style="list-style-type: none"> ○ Create Award Modification Requests. ● Agreements (when selected as the Agreements Manager, PI, and Investigator roles): <ul style="list-style-type: none"> ○ Edit the Agreement in Pre-Submission, Unassigned, and Clarification Requested states. ○ Submit. ○ Submit changes. ○ Create amendment(s). ○ Manage access. ○ Assign PI Proxies. 	

User Group	General System Responsibilities	Required System User Role(s)
Central Office (OSP and Submitting Schools)	<ul style="list-style-type: none"> • Proposals <ul style="list-style-type: none"> ○ Create and update SF424. ○ Review completed Funding Proposal. ○ Negotiate any required changes with the Research Community. ○ Submit proposal to sponsor (both Federal and non-Federal). ○ Update proposal with Sponsor Determination: <ul style="list-style-type: none"> ▪ Just-In-Time ▪ Withdraw ▪ Not Funded ○ Send an email message to proposal team. ○ Attach supporting documents. • Award Modification Requests <ul style="list-style-type: none"> ○ Create Award Modification Requests. • Agreements <ul style="list-style-type: none"> ○ View, create, and submit Agreements and Agreement amendments. 	<ul style="list-style-type: none"> • Specialists Finance/Grant • SF424 Specialist

User Group	General System Responsibilities	Required System User Role(s)
Central Office (OSP only)	<ul style="list-style-type: none"> • Awards and Award Modifications <ul style="list-style-type: none"> ○ Create Awards and Award Modifications. ○ Submit Awards and Award Modifications for Award Approver finalization. ○ Final updates and review of Award Setup. ○ Create Award Modifications. ○ Activate Awards and approve Award Modifications. • Award Modification Requests <ul style="list-style-type: none"> ○ Approve Award Modification Requests. • Agreements <ul style="list-style-type: none"> ○ View, create, and submit Agreements and Agreement amendments. ○ Assign the owner of an Agreement and manage access. ○ Generate an Agreement document and revise Agreement amendment documents. ○ Approve Agreement language. ○ Finalize Agreements and Agreement amendments. ○ Expedite Agreement amendment approval. 	<ul style="list-style-type: none"> • Award Approver • Agreements Manager
Ancillary Reviewers	<ul style="list-style-type: none"> • View-only access for Funding Proposals and Awards (Global Grants Viewer) and Agreements (Global Agreements Viewer). • Submit an Ancillary Review (if assigned). 	<ul style="list-style-type: none"> • Global Grants Viewer • Global Agreements Viewer


3 Navigating ResearchUVA Powered by Huron

This section describes how to log into and navigate ResearchUVA PBH including the user *Dashboard*; the *Grants Module* and *Agreements Module* pages; search and sorting options; and reporting.

3.1 Logging In

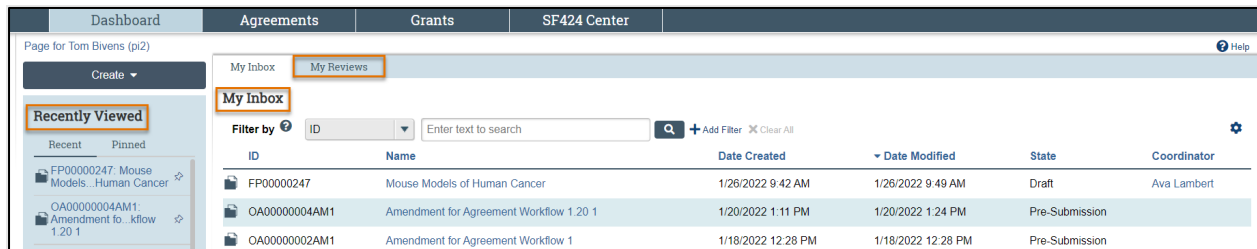
The ResearchUVA PBH system can be accessed from the [ResearchUVA PBH website](#). Click on the “ResearchUVA PBH” tile. Login using your NetBadge ID (username) and password (i.e., Single Sign On).

The direct link to the Grants module is [Grants link coming soon](#) and the direct link to the Agreements module is [Agreements link coming soon](#).

 **Note:** You will be able to move between the Grants and Agreements modules using the navigator bars as instructed below and will not need to log into each module separately.

3.2 Dashboard: My Inbox, My Reviews, Recently Viewed

After logging in to the ResearchUVA PBH system, you will be brought to your *Dashboard*, which allows you to access and view records you have permission to see. You can locate or search for records on the My Inbox tab of the *Dashboard* and you can also quickly access records you have Recently Viewed on the left of the screen.




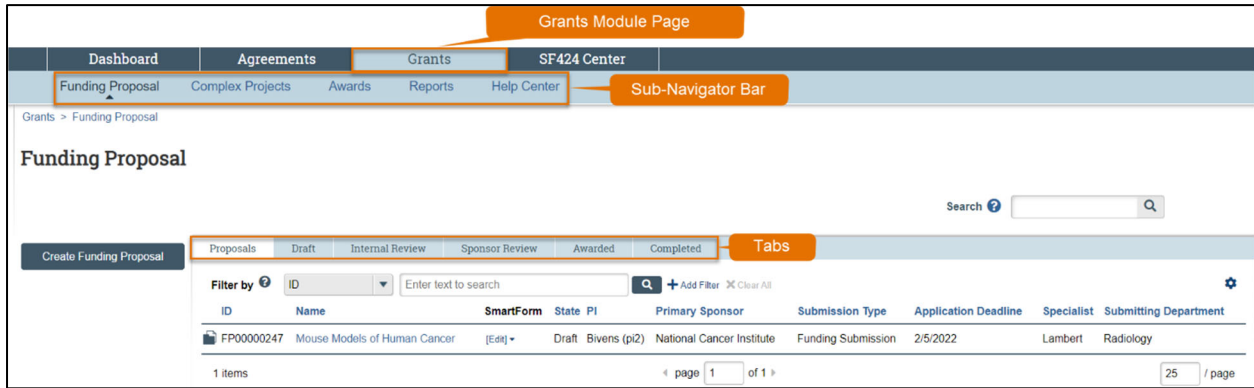
ID	Name	Date Created	Date Modified	State	Coordinator
FP00000247	Mouse Models of Human Cancer	1/26/2022 9:42 AM	1/26/2022 9:49 AM	Draft	Ava Lambert
OA0000004AM1	Amendment for Agreement Workflow 1.20 1	1/20/2022 1:11 PM	1/20/2022 1:24 PM	Pre-Submission	
OA0000002AM1	Amendment for Agreement Workflow 1	1/18/2022 12:28 PM	1/18/2022 12:28 PM	Pre-Submission	

- **My Inbox** – This tab acts as your to-do list and contains records (Funding Proposals, Awards, and Agreements) from ResearchUVA PBH that require your action. To access a record, click on the record **ID** or **Name**. All projects in the Draft or Pre-Submission state will appear on the My Inbox tab although action may not be required from you at that time.
- **My Reviews** – This tab contains items assigned for review. These are a subset of the items in My Inbox and only users with reviewing roles, such as the Department Reviewer or Specialist, will use this tab.
- **Recently Viewed** – Records you have recently accessed are listed in the Recently Viewed section located on the left. To access a record in the list, click on the **record link**.

3.3 Grants Module Page

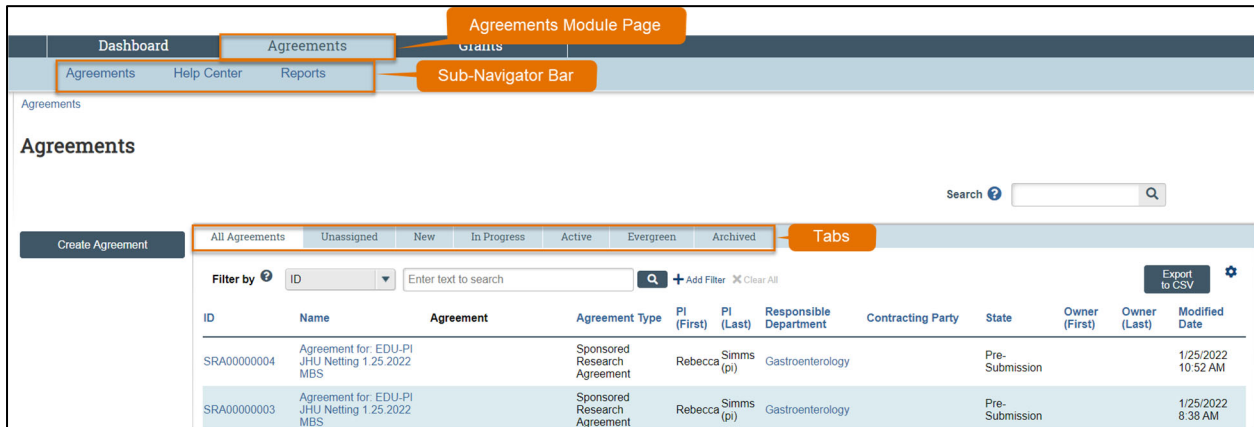
The *Grants module* page displays all the records and reports you have permission to see. The sub-navigator bar organizes this page into these topics: Funding Proposal, Complex Projects, Awards, Reports, and Help Center. You will access Funding Proposal and Award records on the corresponding sub-navigator pages and the tabs on these pages represent different states throughout the workflow. The first tab contains a list of all records regardless of state.

 **Note:** Complex Proposals will not be submitted to Grants.gov in ResearchUVA PBH at this time. These will be submitted via Workspace or ASSIST (for NIH) for the immediate term. Contact your School's Pre-Award staff or OSP if you have any questions about your complex proposal submission.



3.4 Agreements Module Page

The *Agreements module* page displays all the records and reports you have permission to see. The sub-navigator bar organizes this page into these topics: Agreements, Help Center, and Reports. You will access Agreements records using the Agreements sub-navigator bar and the tabs on this page represent different states throughout the workflow. The first tab contains a list of all records regardless of state.




3.5 How to Search and Sort Records

The *Dashboard*, *Grants module*, and *Agreements module* pages are all *Workspaces* (projects also have a [Workspace](#) as outlined below). This subsection outlines how to search, filter, and sort the records listed on a *Workspace*.

3.5.1 Search using one field



Use the **Filter by** fields to search for a record by various information (e.g., ID, Name, State, etc.).

This guide covers the two most common searches. Click the **Help text icon**  for more information about search options.

The most common searches are:



- **Search for key words** - Use the wild card feature by entering a “%” sign before the key word.


In the example below, the user searched for the word “National” in the primary sponsor by selecting “Primary Sponsor” in the Filter by drop-down list and entering “%national” in the search field.

Proposals									
Draft Internal Review Sponsor Review Awarded Completed									
Filter by  Primary Sponsor <input type="text" value="%national"/>  + Add Filter <input type="button" value="Clear All"/>									
ID	Name	SmartForm State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department	
FP00000250	BL 01-26-2022 GS.7	[Edit] Awarded	Simms (pi)	National Institutes of Health	Funding Submission	4/30/2022	Lambert	Gastroenterology	
FP00000268	BL 02-7-2022 GS.4	[Edit] Awarded	Simms (pi)	National Institutes of Health	Funding Submission	4/30/2022	Lambert	Gastroenterology	
FP00000275	BL 02-10-2022 GS.1a	[Edit] Not Funded	Simms (pi)	National Institutes of Health	Funding Submission	4/30/2022	Lambert	Gastroenterology	
FP00000292	BL 02-7-2022 GS.4-Renewal	[Edit] Awarded	Simms (pi)	National Institutes of Health	Renewal	4/30/2022	Lambert	Gastroenterology	
FP00000238-Res1-Rev1	BL 01-12-2021 GS.1 - Resubmission - Revision - 1	[Edit] Awarded	Simms (pi)	National Institutes of Health	Revision	4/30/2022	Lambert	Gastroenterology	


- **Search excluded key words** - Enter “!=” prior to the key word.

In the example below, the user excluded proposals in the Draft state by selecting “State” in the Filter by drop-down list and entering “!=Draft” in the search field.

Proposals									
Draft Internal Review Sponsor Review Awarded Completed									
Filter by  State <input type="text" value="!=Draft"/>  + Add Filter <input type="button" value="Clear All"/>									
ID	Name	SmartForm State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department	
FP00000229	RAIT Test 1.20.2022 MBS	[Edit] Not Funded	Simms (pi)	Spencer Foundation	Funding Submission	12/1/2022	Lambert	Gastroenterology	
FP00000250	BL 01-26-2022 GS.7	[Edit] Awarded	Simms (pi)	National Institutes of Health	Funding Submission	4/30/2022	Lambert	Gastroenterology	
FP00000268	BL 02-7-2022 GS.4	[Edit] Awarded	Simms (pi)	National Institutes of Health	Funding Submission	4/30/2022	Lambert	Gastroenterology	
FP00000275	BL 02-10-2022 GS.1a	[Edit] Not Funded	Simms (pi)	National Institutes of Health	Funding Submission	4/30/2022	Lambert	Gastroenterology	

Click the **Search icon**  to complete the search and click **Clear All** to clear the search and return to the full record listing.

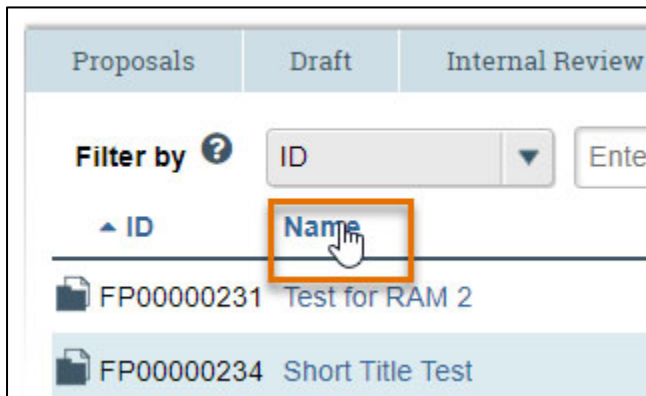
3.5.2 [Search using multiple fields](#)

To search records using multiple **Filter by** fields, click **Add Filter**, add the search criterion for each field, and click the **Search icon**  to complete the search. Click **Remove Filter** to remove a filter from a search.

Proposals									
Draft Internal Review Sponsor Review Awarded Completed									
Filter by State Draft									
and by Primary Sponsor %Foundation									
ID	Name	SmartForm	State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department
FP00000149-Rev1	MC Proposal Example - JIT - Revision - 1	[Edit]	Draft	Simms (pi)	Elizabeth Windsor Foundation	Revision		Lambert	Gastroenterology
FP00000216	compliance test	[Edit]	Draft	Fratantaro	AAA Foundation For Traffic Safety	Funding Submission		Lambert	Biochemistry
FP00000157	Proposal Test 123	[Edit]	Draft	Simms (pi)	Elizabeth Windsor Foundation	Funding Submission		Lambert	Biochemistry
FP00000137	Project Champions Demo 9/14 ccc	[Edit]	Draft	Simms (pi)	Spencer Foundation	Funding Submission	10/1/2021	Lambert	Gastroenterology
FP00000249	Molecular Epidemiology of Colon Cancer	[Edit]	Draft	Bivens (pi2)	American Society of Clinical Oncology Cancer Foundation	Funding Submission	7/1/2022	Lambert	Radiology
FP00000139	New Project Champions Demo 9/14	[Edit]	Draft	Simms (pi)	Spencer Foundation	Funding Submission	10/1/2021	Lambert	Gastroenterology
FP00000126	Project Champion Demo on 09/14	[Edit]	Draft	Simms (pi)	Spencer Foundation	Funding Submission	10/1/2021	Lambert	Gastroenterology
FP00000104	Testing Compliance Questions	[Edit]	Draft	Hochstetler	National Science Foundation	Funding Submission	8/6/2021	Lambert	Gastroenterology
FP00000200	Proposal Test - Update Budget	[Edit]	Draft	Simms (pi)	National Science Foundation	Funding Submission		Lambert	Gastroenterology
FP00000103-Rev1	Mickey Mouse's Proposal - Revision - 1	[Edit]	Draft	Simms (pi)	Spencer Foundation	Revision		Lambert	Gastroenterology

3.5.3 [Sorting records](#)

Records can be sorted by most column headings (blue column headings are sortable). To sort records, hover over the sortable column header with a cursor until the hand icon appears and then click the **column header name** to sort the column. To reverse the sort order, click the **column header name** again.

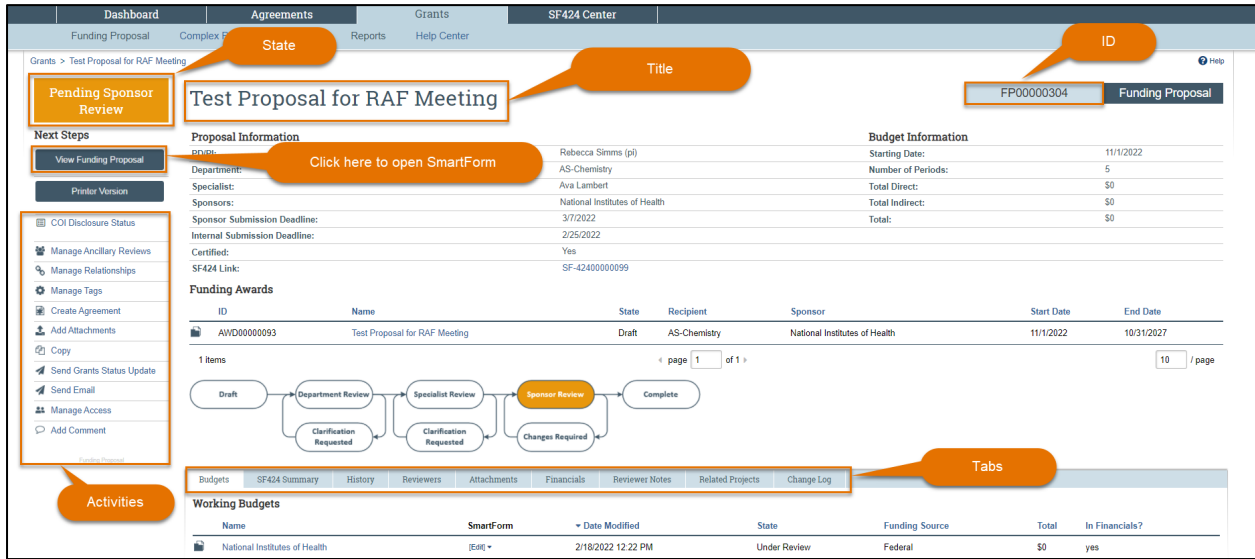


3.6 [Project Workspace](#)

From the *Dashboard*, *Grants module*, or *Agreements module* page, click on the **name of a record** or the **record ID** to access the project's *Workspace*. The project *Workspace* is the high-level summary of the Funding Proposal, Award, or Agreement. The *Workspace* contains key information associated with the record (State, Name, ID, etc.), contains various buttons and links to perform [Activities](#), and contains a workflow map that reflects the overall workflow process.

The information displayed on a *Workspace* is dependent upon the type of record, the [state of the record](#), and your [user role](#) in the system.

The tabs displayed on the *Workspace* are specific to the record type (e.g., Funding Proposal, Award, Agreement, etc.) and contain additional details about the record including the history, reviewers, and attachments.



Working Budgets

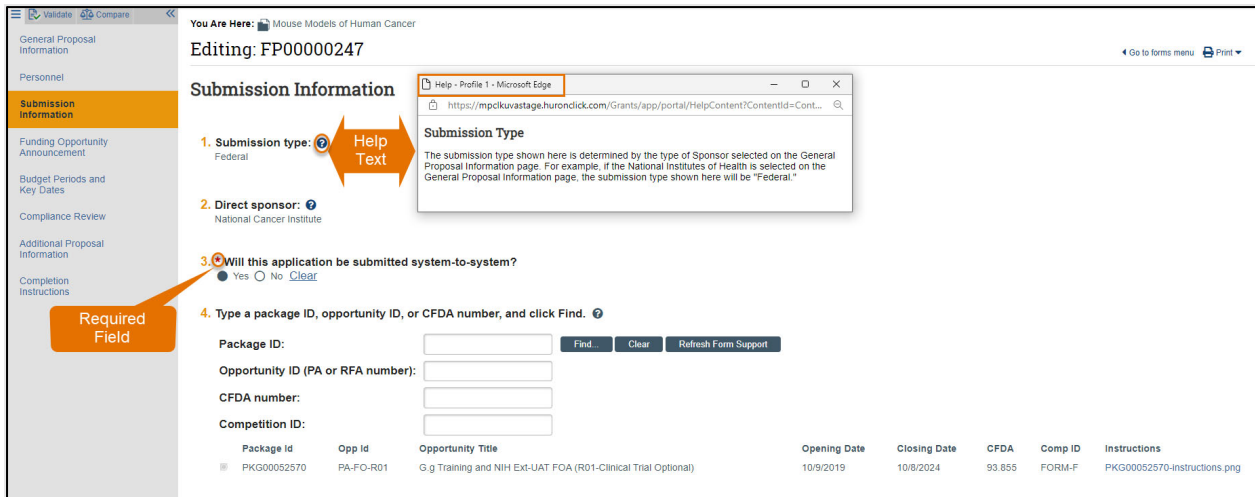
Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
National Institutes of Health	[56]	2/18/2022 12:22 PM	Under Review	Federal	\$0	yes

3.7 SmartForm

The SmartForm is a series of pages you complete with information about the record. Funding Proposals, Budgets, Awards, Award Modification Requests, Award Modifications, and Agreements have unique SmartForms.

A red asterisk (*) next to a question indicates the field is required. Click the **Help icon** (?) next to a question for more information about how to answer the question.

When you create a new project, the SmartForm for the project will consist of only a *General Information* page. Complete the required questions on the *General Information* page and click either **Save** or **Continue** in the SmartForm to generate the remaining SmartForm pages.



Submission Information

- Submission type: Federal
- Direct sponsor: National Cancer Institute
- Will this application be submitted system-to-system? Yes No [Clear](#)
- Type a package ID, opportunity ID, or CFDA number, and click Find.

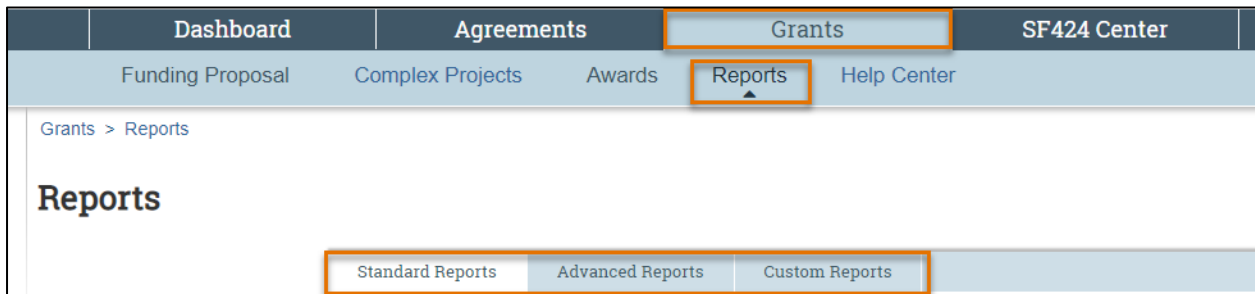
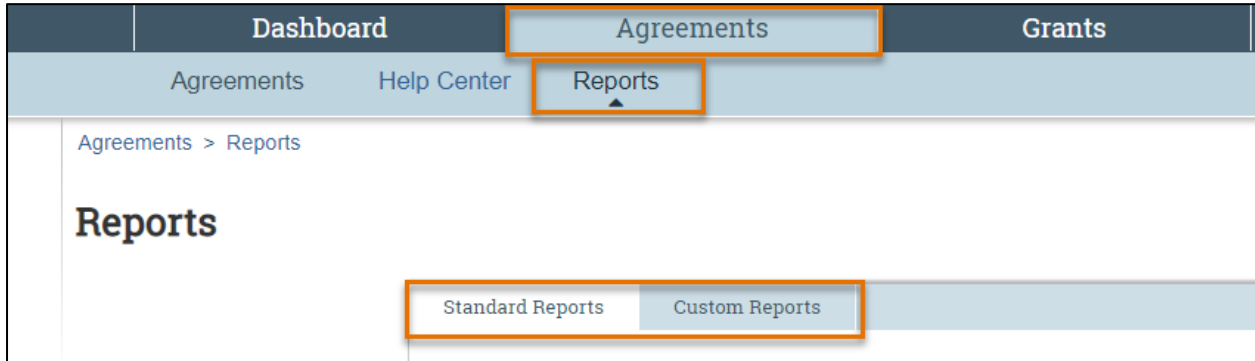
Submission Type
The submission type shown here is determined by the type of Sponsor selected on the General Proposal Information page. For example, if the National Institutes of Health is selected on the General Proposal Information page, the submission type shown here will be "Federal".

Package ID	Opp ID	Opportunity Title	Opening Date	Closing Date	CFDA	Comp ID	Instructions
PKG000052570	PA-FO-R01	G.g Training and NIH Ext-UAT FOA (R01-Clinical Trial Optional)	10/9/2019	10/8/2024	93 855	FORM-F	PKG000052570-instructions.png

3.8 Reports

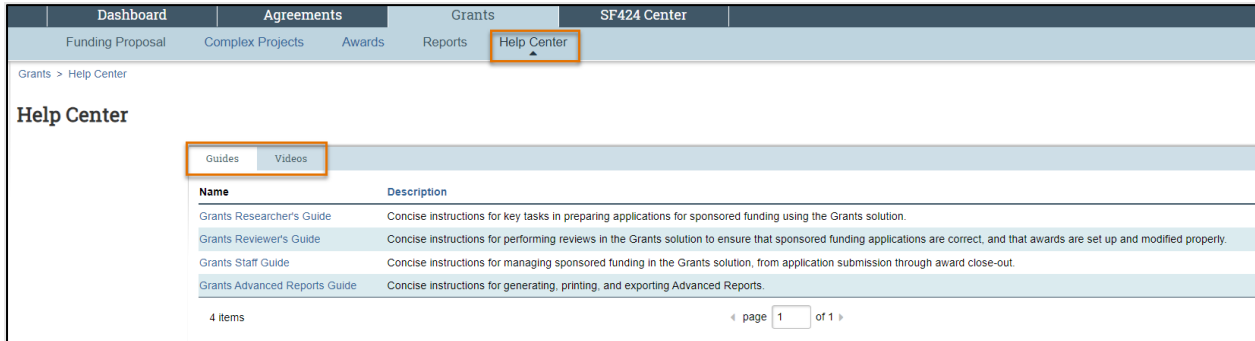
The *Reports* pages within the *Grants module* and *Agreements module* pages are organized into tabs for Standard Reports, Advanced Reports, and Custom Reports. The Custom Reports tab contains reports created specifically for UVA. As with your access to project records, the reports available to you are dependent on your [user role](#), though there are some reports all roles can generate.

Note: The *Grants and Agreements modules* have separate *Reports* pages. First navigate to the module (*Grants or Agreements*) containing the report you want, then use the sub-navigator bar to navigate to the appropriate reports. The *Agreements module* does not contain advanced reports that are visible to users with the *Registered User or Study Staff* roles.

3.9 Help Center

The *Help Center* page is organized into two tabs that contain UVA reference guides and videos which provide step-by-step instructions on how to use the system.



Name	Description
Grants Researcher's Guide	Concise instructions for key tasks in preparing applications for sponsored funding using the Grants solution.
Grants Reviewer's Guide	Concise instructions for performing reviews in the Grants solution to ensure that sponsored funding applications are correct, and that awards are set up and modified properly.
Grants Staff Guide	Concise instructions for managing sponsored funding in the Grants solution, from application submission through award close-out.
Grants Advanced Reports Guide	Concise instructions for generating, printing, and exporting Advanced Reports.

Note: Please review training materials on the ResearchUVA PBH website. While the Grants and Agreements modules have separate Help Center pages, UVA will primarily use the ResearchUVA PBH website for documentation and FAQ.

4 Understanding the Workflow

The diagrams below illustrate the workflows of Funding Proposals, SF424s, Awards, Award Modification Requests, Award Modifications, and Agreements records. Additional subsections contain tables that define each of the states.

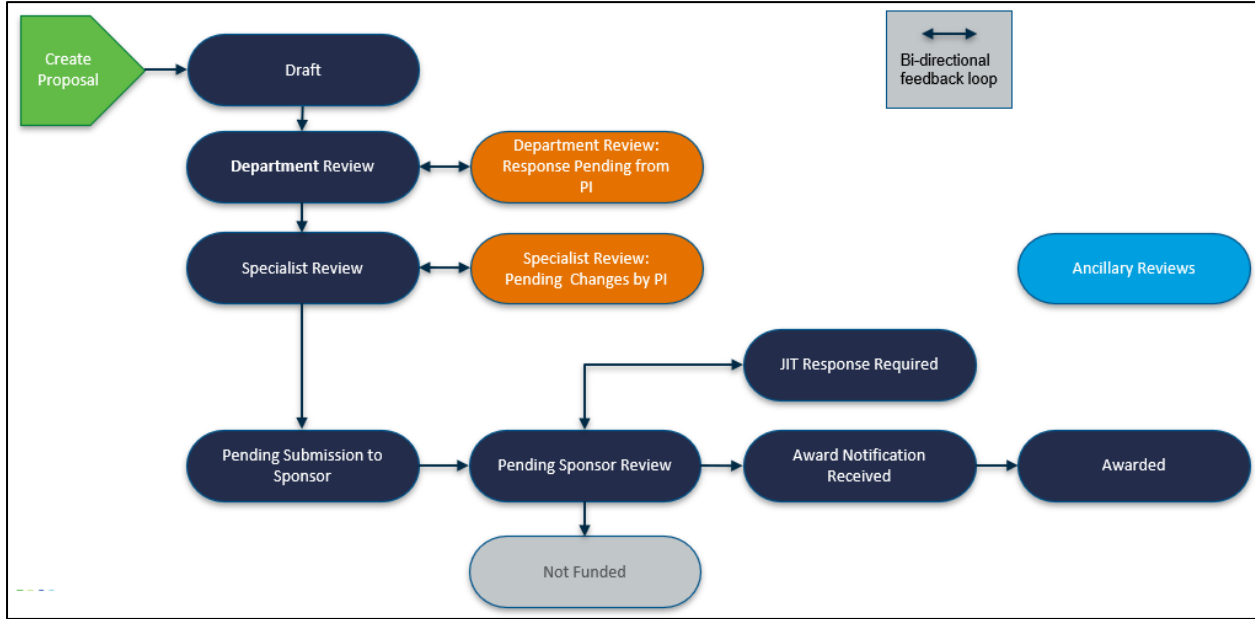
4.1 Funding Proposal Workflow

Below are two views of the Funding Proposal workflow by state:

1. **Workflow Map** – This workflow will appear in the *Funding Proposal Workspace*.




2. **System Workflow** – This diagram provides an overview of the detailed system workflow.



4.1.1 [Funding Proposal States](#)

The following table provides additional information about each of the Funding Proposal states:

System Workflow State	Workflow Map State	Description	Notes
Draft	Draft	Initial state upon creation.	Research Community creates new Funding Proposal.
Department Review	Department Review	Indicates the Funding Proposal has been submitted to the Department for review.	Department review may be one or more steps if there are multiple approvers.
Department Review: Response Pending	Clarifications Requested	Indicates the Department requires additional information/clarification from the Research Community.	
Specialist Review	Specialist Review	Indicates the proposal submission has been submitted to the Central Office Specialist.	The Central Office Specialist can edit the Funding Proposal and budget.
Specialist Review: Response Pending	Clarifications Requested	Indicates the Central Office Specialist requires additional information/clarification from the Research Community.	


System Workflow State	Workflow Map State	Description	Notes
Pending Submission to Sponsor	Specialist Review	Indicates the proposal review has been completed by the Central Office Specialist and is awaiting submission to the sponsor.	
Pending Sponsor Review	Sponsor Review	Indicates the proposal submission has been submitted to the sponsors.	During this state, no additional edits to the proposal submission can be made in the system.
Proposal Status Confirmation	Sponsor Review	Indicates the Research Community has notified the Central Office Specialist that a response has been received from the sponsor regarding the status of the proposal.	The Research Community has used the "Send Grants Status Update" to update the proposal to this state and to notify the Central Office Specialist of the update.
Not Funded	Not Funded	Indicates the proposal was not funded by the sponsor.	<p>The Central Office Specialist completes the "Withdraw Submitted or Not Funded Proposal" activity and indicates a reason of "Not Funded" to update the proposal to this state.</p> <p> Note: <i>The proposal can be reintroduced to the workflow by the Central Office Specialist using the "Reinstate Proposal" activity if needed.</i></p>
Withdrawn from Sponsor	Not Applicable	Indicates the proposal was withdrawn from the sponsor by the Central Office Specialist.	<p>The Central Office Specialist completes the "Withdraw Submitted or Not Funded Proposal" activity and indicates one of the following reasons below to update the proposal to this state:</p> <ul style="list-style-type: none"> • PI Leaving Institution • Opportunity Closed • Withdrawn from Sponsor

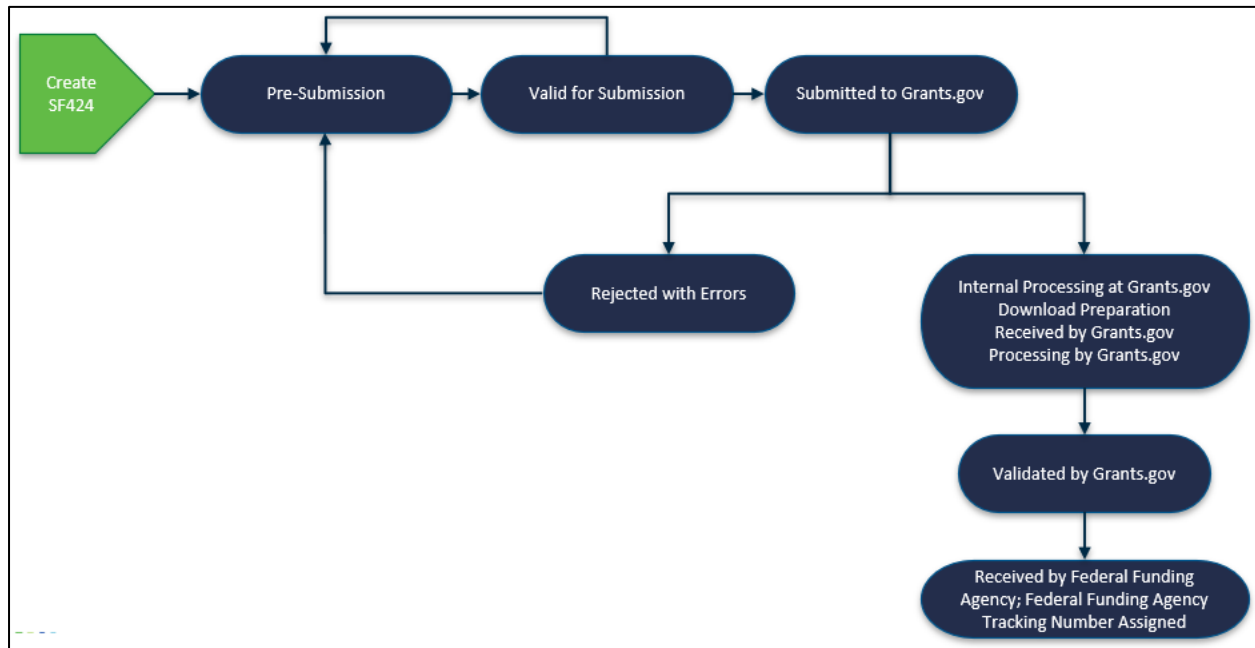
System Workflow State	Workflow Map State	Description	Notes
			<ul style="list-style-type: none"> Other
JIT Response Required	Change Required	Indicates the sponsor has required a Just-In-Time (JIT) response from the Research Community.	<p>The Central Office Specialist completes the “JIT Changes Required” activity to update the proposal to this state and notify the Administrative Contact.</p> <p>The Research Community uses the “Submit JIT Response” to submit the changes back to the Central Office Specialist, who then forwards the information to the sponsor. After the “Submit JIT Response” activity is completed, the state is updated to “Pending Sponsor Review Award Anticipated.”</p>
Pending Sponsor Review Award Anticipated	Sponsor Review	If no JIT changes were required, this state indicates an award is anticipated from the sponsor but has not yet been officially received.	The Central Office Specialist completes the “Funding Anticipated” activity to update the proposal to this state.
		If JIT changes were required, this state indicates the Research Community submitted the JIT response to the Central Office Specialist.	The Research Community completes the “Submit JIT Response” activity to update the proposal to this state.
Award Notification Received	Sponsor Review	Indicates an award notification has been received from the sponsor.	The Central Office Specialist completes the “Award Letter Received” activity to update the proposal to this state.

System Workflow State	Workflow Map State	Description	Notes
Not Submitted	Not Applicable	Indicates the Research Community (PI, Administrative Contact, etc.) has withdrawn the proposal.	The Central Office Specialist completes the "Withdraw Proposal" activity to update the proposal to this state.
Awarded	Awarded	Indicates the award associated with the proposal is in the "Active" state.	

4.2 System-to-System Submissions through Grants.gov Workflow


This system workflow applies to Federal proposals that are being submitted by UVA directly to the sponsor.

 **Note:** A workflow map does not appear in the SF424 Workspace.



4.2.1 [SF424 States](#)

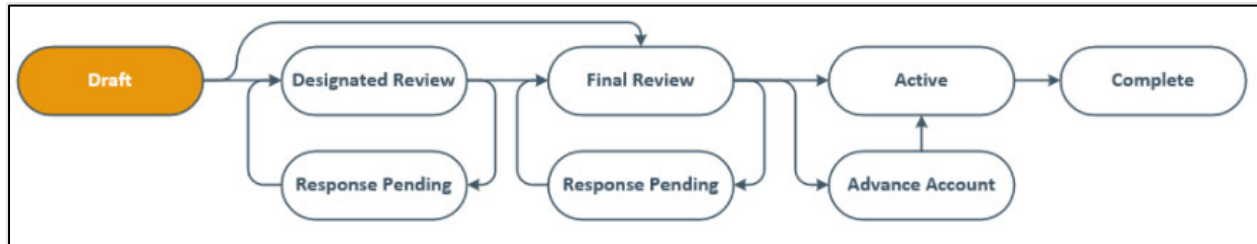
The following table provides additional information about each of the SF424 states:

System Workflow State	Description	Notes
Pre-Submission	Initial state upon creation.	The Research Community creates the SF424, if submitting system-to-system.
Valid for Submission	Indicates the SF424 submission is complete and all validation errors have been resolved.	The Central Office Specialist will complete the “Validate Submission” activity to update the SF424 before submitting it to the sponsor.  Note: The SF424 must be in this state before the Central Office Specialist can proceed with submission to the sponsor.
Submitted Awaiting Response from Grants.gov	Indicates the SF424 has been submitted to the sponsor by the Central Office Specialist.	
Submitted to Grants.gov	Indicates the SF424 has been successfully received by Grants.gov.	
Submission Failed	Indicates an issue occurred with the SF424 submission during processing by Grants.gov.	

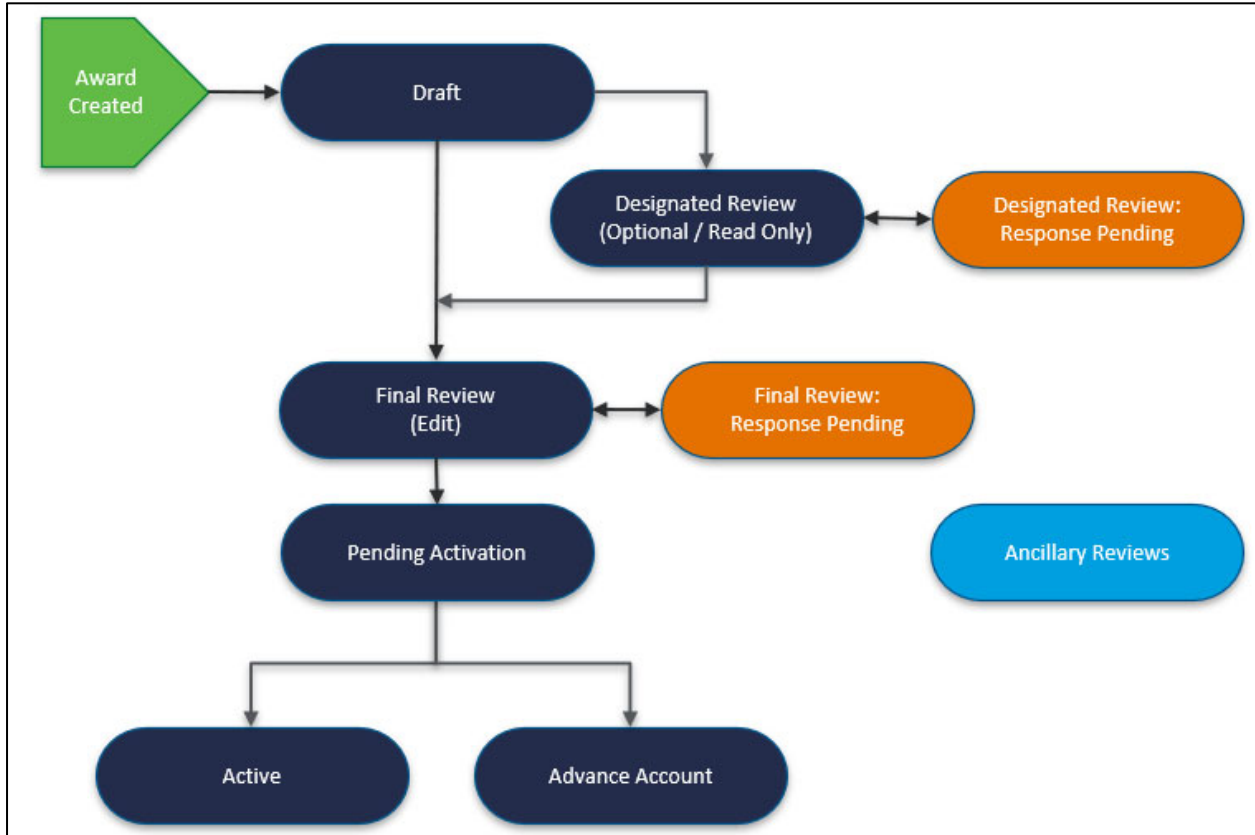
4.3 [Award Workflow](#)

Below are two views of the Award workflow by state:

1. **Workflow Map** – This workflow will appear in the *Award Workspace*.



2. **System Workflow** – This diagram provides an overview of the detailed system workflow.



4.3.1 [Award Workflow States](#)

The following table provides additional information about each of the Award states:

System Workflow State	Workflow Map State	Description	Notes
Draft	Draft	Initial state upon creation.	The OSP Specialist creates a new Award and completes the following pages, if applicable, of the Award SmartForm: <ul style="list-style-type: none"> • General Info • Related Items • Financial Setup • Budget Allocations • Terms and Conditions • Deliverables • Compliance

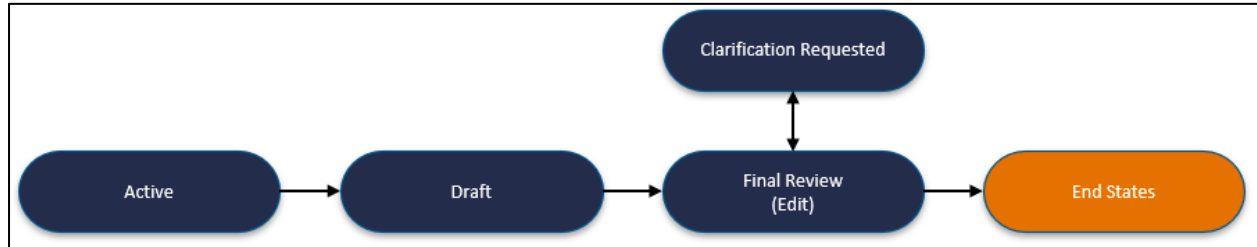
System Workflow State	Workflow Map State	Description	Notes
			OSP Specialist will execute the "Submit for Designated review" activity.
Designated Review	Designated Review	State in which Department or School reviewer can provide any needed feedback such as on the budget reconciliation, personnel effort, or compliance information.	Feedback is noted in "Submit for Final Review" activity comment box or the "Log Comment" activity. Comments from both activities are visible in the History tab.
Designated Review – Response Pending	Response Pending	Indicates the Designated Approver requires changes to the Award.	
Final Review	Final Review	State in which Ancillary Reviews complete their review of the award and the OSP Specialist completes the next steps of the Award setup.	OSP makes any changes requested by the Department/School and enters the Award data into the financial system (Oracle or Workday).
Final Review – Response Pending	Response Pending	Indicates the Award Approver requires additional information/clarification.	
Advance Account	Active	Indicates financial account has been setup for spending in advance of the final Award being received.	Also called an At-Risk account.
Active	Active	Indicates the Award is active in ResearchUVA PBH and the financial system (Oracle or Workday).	OSP executes "Activate" activity after all Ancillary Reviews are complete.
Completed	No workflow map displays	Indicates the Award is complete in ResearchUVA PBH.	
Transferred Out	No workflow map displays	Indicates the Award was transferred to another institution.	When an "Early Termination" Award Modification is approved and the termination reason is transferred out, the parent Award updates to this state.
Terminated	No workflow map displays	Indicates the Award was terminated.	When an "Early Termination" Award Modification is approved and the termination reason is not transferred out, the parent Award updates to this state.
Withdrawn	No workflow map displays	Indicates the Award setup has been withdrawn.	

4.4 Award Modification Request Workflow

Below is the workflow of an Award Modification Request by state:



Note: A workflow map does not appear in the Award Modification Request Workspace.



4.4.1 Award Modification Request (AMR) States

The following table provides additional information about each of the Award Modification Request (AMR) states:

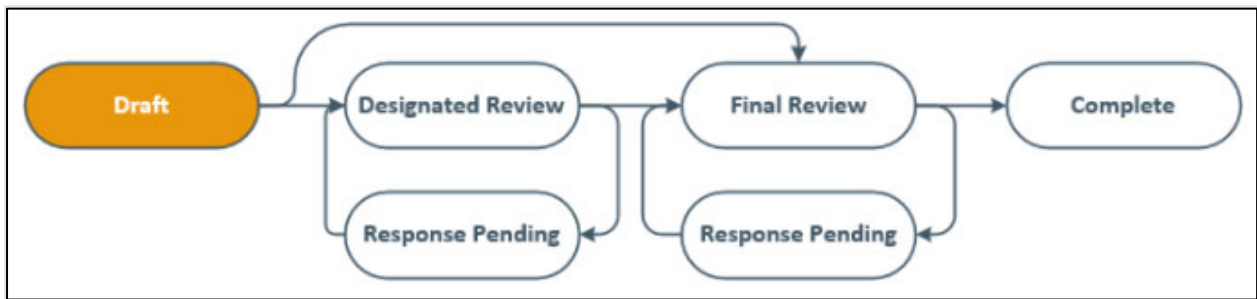
State	Description	Notes
Draft	Initial state upon creation. Indicates the AMR has been created but has not yet been submitted to the OSP Specialist.	The Department user who creates the AMR will reassign the request to their School reviewer using the “Assign Submitter” activity. After reviewing, the School level reviewer will “Submit to Specialist.”
Review	Indicates the AMR is with the OSP Specialist for review.	
Clarification Requested	Indicates the OSP Specialist has returned the AMR to the Submitter/Research Administrator for additional information/clarification.	Only Award Editors who created the AMR can “Submit” the requested clarifications. When the clarifications are submitted to the OSP Specialist the state returns to “Review.”
Approved	Indicates the OSP Specialist has approved the AMR.	! Important: This state indicates the Award Modification Request has been approved, not the actual Award Modification. UVA will not approve the AMR until the Award Modification is approved.

State	Description	Notes
Declined	Indicates the AMR has been declined by the OSP Specialist.	
Withdrawn	Indicates the AMR has been withdrawn.	

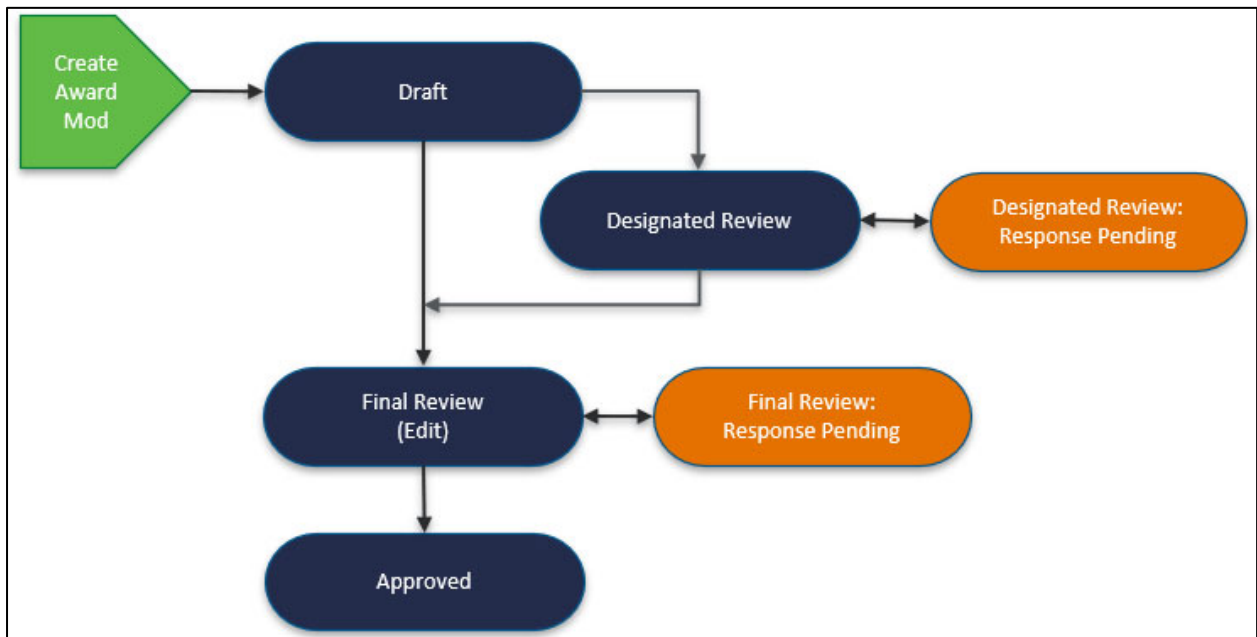
4.5 Award Modification Workflow

Below are two views of the Award Modification workflow by state:

1. **Workflow Map** – This workflow will appear in the *Award Modification Workspace*.



2. **System Workflow** – This diagram provides an overview of the detailed system workflow.



4.5.1 [Award Modification States](#)

The following table provides additional information about each of the Award Modification states:

System Workflow State	Workflow Map State	Description	Notes
Draft	Draft	Initial state upon creation. Indicates the OSP Specialist is setting up the Award Modification record.	OSP selects the appropriate modification types and completes the relevant SmartForm pages: <ul style="list-style-type: none"> • General Info • Related Items • Financial Setup (partial) • Budget Allocations • Budget Reconciliation • Personnel • Effort • Terms and Conditions • Deliverables • Compliance Review OSP executes “Submit for Final Review” activity.
Designated Review	Designated Review	State in which Department or School reviewer can provide any needed feedback such as on the budget reconciliation, personnel effort, or compliance information.	Feedback is noted in “Submit for Final Review” activity comment box or the “Log Comment” activity. Comments from both activities are visible in the History tab.
Final Review	Final Review	State in which applicable Ancillary Reviewers complete their review of the Award Modification and the OSP Specialist makes necessary changes in the financial system.	OSP will make any necessary changes in the financial system (Oracle or Workday).
Final Review – Response Pending	Response Pending	Indicates the Award Approver requires additional information/clarification.	
Approved	Approved	Indicates the award modification was approved in ResearchUVA PBH.	OSP Specialist executes “Approve” activity after all applicable Ancillary Reviews are complete and after the award changes are made in the financial system.
Withdrawn	No workflow map displays	Indicates the award modification has been withdrawn.	

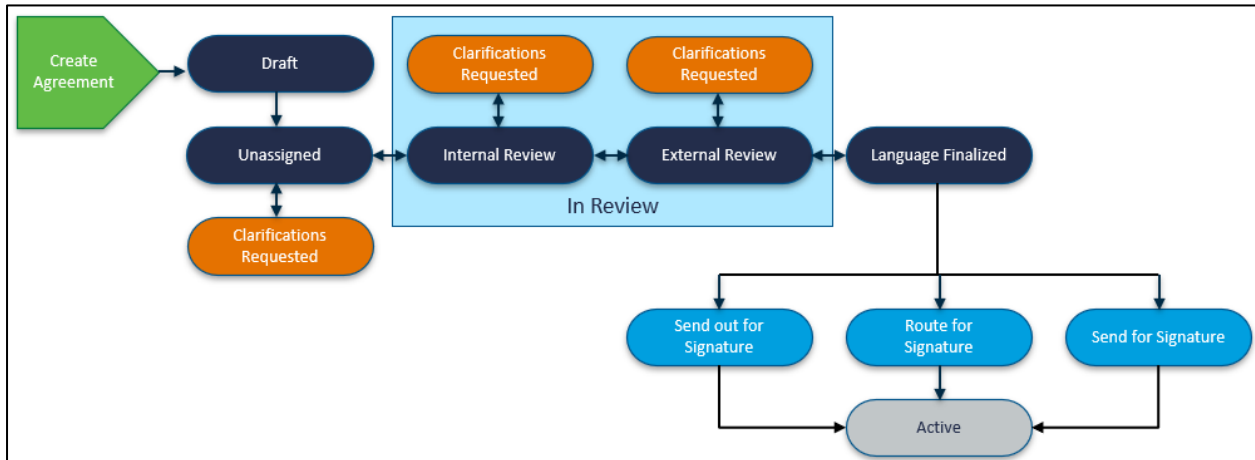
4.6 Agreements Workflow

Below are two views of the Agreements workflow by state:

1. **Workflow Map** – This workflow will appear in the *Agreements Workspace*.



2. **System Workflow** – This diagram provides an overview of the detailed system workflow.



4.6.1 Agreement States

The following table provides additional information about each of the Agreements states:

System Workflow State	Workflow Map State	Description	Notes
Pre-Submission	Pre-Submission	Indicates the Agreement has been created but has not yet been submitted to OSP for review.	In this state, the Department user who creates the Agreement will reassign it to their School official for review. They will do so by using the “Manage Access” activity to reassign the Primary Contact.
Unassigned	Unassigned	Indicates the record (Agreement or amendment) has been submitted to OSP, however it has not yet been assigned to an Owner	

System Workflow State	Workflow Map State	Description	Notes
		(Contract Negotiator or Pre-Award Specialist).	
Clarification Requested	Clarification Requested	<p>Indicates the Owner is requesting additional information from the Agreement submitter (PI or Agreement Collaborator).</p> <p>Clarifications can be requested during the Unassigned and/or In Review states.</p>	<p>Only PIs or Administrative Contacts/Primary Contacts can submit changes when clarifications are requested. Agreement Collaborators can update the Administrative Contact/Primary Contact field on the SmartForm to their name, if needed. After updating the SmartForm, navigate to the <i>Workspace</i> and look for the “Submit Changes” activity.</p> <p>Clarifications can be requested during the Unassigned or Internal Review states.</p>
Internal Review	In Review	<p>Indicates the Agreement has been assigned to an Owner within OSP for review.</p> <p>In this state, the Owner can:</p> <ul style="list-style-type: none"> • Generate the Agreement for review. • Edit the Agreement or upload a revision. • Email the Agreement to other users for review. • Setup correspondence reminders to follow up with internal, third party, or Ancillary Reviewers. • Add and notify Ancillary Reviewers of their reviews (if present) and update Ancillary Reviews. 	
External Review	In Review	<p>Indicates the Agreement has been sent to an external party outside of UVA for a review.</p> <p>In this state, the Owner can perform the same actions noted above in the Internal Review state.</p>	

System Workflow State	Workflow Map State	Description	Notes
		The Owner will move the Agreement back and forth between Internal and External Review to reflect who is reviewing the Agreement.	
Language Finalized	Signing	Indicates all parties have agreed on the Agreement language, all required Ancillary Reviews are complete, and the Owner has approved the language.	Outstanding required Ancillary Reviews must be completed/accepted before the Agreement can be moved to this state.
Routing for Signatures (internal, wet ink signatures)	Signing	Indicates the record (Agreement or amendment) has been routed within UVA for wet ink signature(s). In this state, the Owner can upload the final version of the signed document if wet ink signatures were obtained (via the "Revise Agreement" activity) and can convert the Agreement to a PDF file (if not done before receiving signatures).	
Out for Signatures (external, wet ink signatures)	Signing	Indicates the record (Agreement or amendment) has been sent out to the third party for wet ink signature(s). In this state, the Owner can perform the same actions noted above in the Routing for Signature state.	
DocuSign Signatures (internal and/or external, digital signatures)	Signing	Indicates the DocuSign functionality has been initiated. Check the DocuSign tab on the <i>Workspace</i> for additional details.	When an envelope is voided, the state updates to Routing for Signatures.
Active	Active	Indicates the Agreement has been signed by all internal and external parties and is in force. In this state: <ul style="list-style-type: none"> The Owner can terminate the Agreement. 	

System Workflow State	Workflow Map State	Description	Notes
		<ul style="list-style-type: none"> The Research Community (PI, Administrative Contact, etc.) or Owner can create an amendment (provided there are no other active amendments to the Agreement). 	
Approved	Approved	Indicates the amendment has been signed by all internal and external parties and is approved.	
Evergreen	N/A	Indicates the Agreement contains an evergreen clause (language authorizing automatic renewal upon expiration).	
Discarded	N/A	Indicates the Agreement is no longer being processed and is removed from the workflow.	The “Discard” activity is available prior to the Active state.
Terminated	N/A	Indicates the Agreement has been terminated.	The “Terminate” activity is available after the Active state.
Expired	N/A	Indicates the Agreement has expired.	

5 Understanding ResearchUVA Powered by Huron ID Numbers

Each parent record in Huron contains a unique **ID** that can be used to easily identify the type of record in lists and reports. For example, Funding Proposal IDs begin with “FP” and Award IDs begin with “AWD.”

5.1 Grants ID Numbers

The table below defines the Grants module ID acronyms used in ResearchUVA PBH.

Acronym	ID Example	Definition
FP	FP00000087	Funding Proposal
FP#####_Rev#	FP00000087_Rev1	Revision Proposal
FP#####_Res#	FP00000087_Res1	Resubmission Proposal
AWD	AWD00000054	Award
AMR	AMR00000013	Award Modification Request
MOD	AWD00000054-MOD001	Award Modification
SUB	SUB00000075	Subaward

5.2 Agreements ID Numbers

The table below defines the Agreements module ID acronyms used in ResearchUVA PBH.

Acronym	ID Example	Definition	Agreement Type Notes
CDA	CDA00000875	Confidentiality Agreement	Also known as: Non-Disclosure Agreement, Confidentiality Agreement, Confidential Disclosure Agreement, Proprietary Information Agreement, or Secrecy Agreement
DUA	DUA00000875	Data Use Agreement	Also known as: Data Transfer and Use Agreement
MTA	MTA00000875	Material Transfer Agreement	
MPA	MPA00000875	Multi-Purpose Agreement	
SRA	SRA00000875	Sponsored Research Agreement	
SUB	SUB00000875	Outgoing Subaward	
CTA	CTA00000875	Clinical Trial Agreement	
LA	LA00000875	Licensing Agreement	
MA	MA00000875	Master Agreement	
TA	TA00000875	Teaming Agreement	
EQP	EQP00000875	Physical Asset Loan Agreement	
CON	CON00000875	Consortium Agreement	
IP	IP00000875	Intellectual Property Management Plan Agreement	
IFO	IFO00000875	Internally Funded Outgoing Award	

OTH	OTH00000875	Other	Other includes Cooperative Research & Development Agreements, Educational Partnership Agreements, Consultant Agreements, Memorandum of Understanding, Capstone, and Visiting Scientist
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6 Understanding Email Notifications

Many activities and state transitions within the workflows trigger email notifications. The subsections below identify when email notifications for Funding Proposals, Awards, Award Modification Requests, Award Modifications, and Agreements may be received.

Email notifications typically alert the recipient(s) that they now have an action/task to complete in ResearchUVA PBH. Email notifications have a short message outlining the required action or task and a link to the system.



Important: *Email notifications will only be sent to UVA email addresses and cannot be sent to group email addresses.*



Note: *Values listed in “Sent To” column of table below may be system role (e.g., Assigned Specialist) or it may be person(s) populated in certain SmartForm fields (e.g., PI, Administrative Contact/primary contact, editors, and readers).*

6.1 Proposal

Trigger	Sent To
“Manage Ancillary Review” activity	Assigned Ancillary Reviewers
“Submit for Department Review” activity	Principal Investigator (PI is notified to perform the “Certify” activity on the Funding Proposal when “Submit for Department Review” is executed)
“Send Email” activity	Recipients selected in the activity
State transition from Specialist Review to Specialist Review: Pending Changes by PI	PI, Administrative Contact
State transition to JIT Response Required	PI, Administrative Contact
“Submit JIT Response” activity	Assigned Specialist
“Notify SPO of Grant Status” activity	Assigned Specialist, Administrative Contact

Trigger	Sent To
"Award Letter Received" activity	Assigned Specialist, proposal editors (PI and Administrative Contact), proposal readers

6.2 Award

Trigger	Sent To
Manage Ancillary Reviews	Assigned Ancillary Reviewers
"Submit Ancillary Review" activity	Assigned Specialist
"Send Email" activity	Recipients selected in activity window
"Submit for Final Review" activity	Award Approver
Request Changes (in Final Review state)	Assigned Specialist Action to be taken by OSP Specialist
"Submit Changes" activity (resubmitted for Final Review)	Assigned Award Approver (OSP Only)
"Activate" activity (when Award is activated)	Assigned Specialist, PI, Administrative Contact
"Activate" activity (when Award has an Advance Account)	Assigned Specialist, PI, Administrative Contact
"Withdraw" activity	PI, Assigned Specialist, Award Approver
"Assign Award Approver" activity	Award Approver (OSP Only)
"Assign Specialist" activity	Old and Newly assigned Specialist (OSP Only)

6.3 Award Modification Request

Trigger	Sent To
"Approve" activity	Submitter of the Award Modification Request
"Request Clarifications" activity	Submitter of the Award Modification Request
"Submit Clarifications" activity	Assigned Specialist
"Decline" activity	Submitter of the Award Modification Request
"Assign Specialist" activity	Assigned Specialist
"Submit to Specialist" activity	Assigned Specialist
"Assign Submitter" activity	Submitter of the Award Modification Request


Trigger	Sent To
"Withdraw" activity	Assigned Specialist

6.4 Award Modification

Trigger	Sent To
Manage Ancillary Reviews	Assigned Ancillary Reviewers
"Send Email" activity	Recipients selected in activity window
"Submit for Final Review" activity	Award Approver (OSP Only)
Request Changes (in Final Review state)	Assigned Specialist (OSP Only) Action to be taken by OSP
"Submit Changes" activity (resubmitted for Final Review)	Assigned Award Approver (OSP Only)
"Approve" activity	Assigned Specialist, PI, Administrative Contact
"Assign Award Approver" activity	Award Approver (OSP Only)
"Assign Specialist" activity	Old and Newly assigned Specialist (OSP Only)
"Withdraw" activity	PI, Assigned Award Approver, Assigned Specialist

6.5 Agreements

Trigger	Sent To
"Activate" activity	PI, PI Proxies, Study Team members
Agreement Expired (state transition to Expired)	PI, PI Proxies, Study Team members
"Approve" activity	PI, PI Proxies, Study Team members
"Approve Language" activity	PI, PI Proxies, Study Team members
"Assign Owner" activity	PI, PI Proxies, Study Team members, Assigned Owner
"Contact Owner" activity	Assigned Owner
Correspondence Reminder (reminder is set on the Log Correspondence activity)	Person for whom correspondence was logged
"Edit Correspondence" activity	Person selected on activity form (notification is optional)

Trigger	Sent To
"Email Agreement" activity	People selected on activity form
Expiration Reminder (for awards nearing expiration)	PI, PI Proxies, Study Team members  Note: This reminder notification is sent 30, 60, and 90 days before the Agreement expires.
"Log Correspondence" activity	Person selected on activity form (notification is optional)
"Manage Ancillary Reviews" activity	Assigned Ancillary Reviewers
"Request Clarifications" activity	PI, PI Proxies
Response Time Exceeded (reminder)	PI, PI Proxies, Study Team members
"Submit Changes" activity	Assigned Owner
"Submit Ancillary Review" activity	PI, PI Proxies, Assigned Owner

7 ResearchUVA Powered by Huron Glossary

The following table provides additional information about terminology used within ResearchUVA PBH:

Term	Definition	Notes
Activities	Actions that can be executed by a user to update a record.	
Agreement	A record created in ResearchUVA PBH to manage funded agreements, non-funded agreements and outgoing subawards.	Agreements have separate IDs from related Grants module records.
Award	A record created in ResearchUVA PBH after a sponsor has indicated they will fund the research submitted in the proposal.	Awards have separate IDs from the associated Funding Proposal.
Help Center	Contains reference guides and videos which provide step-by-step instructions on how to use the system.	
ID	Auto-generated identification number created by ResearchUVA PBH for each record created (e.g. FP00000001, AWD00000017).	Proposal IDs and Award IDs replace the ID from Proposal Central.
My Inbox	Dashboard for users that contains to-do list for any user.	
Proposal (or Funding Proposal)	A record created in ResearchUVA PBH that contains submission information for a research	Funding Proposals have separate IDs from their associated Awards.

Term	Definition	Notes
	project that will be submitted to a sponsor for funding.	
Record	A submission created within ResearchUVA PBH. Examples include Proposals, Awards, Award Modification Requests, Award Modifications, and Agreements.	
ResearchUVA Powered by Huron (PBH)	An Electronic Research Administration (eRA) system used for research administration at UVA.	ResearchUVA PBH includes two modules: Grants and Agreements.
SF424	The Grants.gov application for Federal assistance. When submitting for a Federal opportunity using system-to-system capabilities (S2S) within ResearchUVA PBH, an electronic SF424 is created and populated using information entered on the proposal.	
SmartForm	A series of pages completed with information about the record (e.g., Proposal, Award, etc.).	
State	The status of a record.	
Workflow	The process through which a record passes from beginning to end.	
Workspace	The main page for a record that contains key information associated with the record (state, title, ID, etc.) and also contains various buttons and links to perform Activities.	

8 Need more help?

- Additional learning resources are contained on the [ResearchUVA PBH website](#).
- Send an email message to ruva-huron-help@virginia.edu for support.