

Overview

This Training Guide is designed to walk users through the process of creating and developing a sponsored programs funding proposal in the Research UVA (RUVA) System.

Table of Contents

Overview	1
Table of Contents1	1
Introduction	2
System Access	2
System Navigation for Funding Proposals	2
Proposal Creation Introduction	3
Creating a Funding Proposal	4
Completing the Funding Proposal SmartForm	5
Completing the Funding Proposal Budget	1
Creating ADDITIONAL Budgets	9
Creating a Cost Share Budget	9
Creating an External Subaward Budget	2
How to Manage a SF424 Submission for Federal Proposals	3
How to Create the SF424 46	3
How to Edit and Complete the SF424 47	7
How to Validate a SF424 Application	9
Additional Proposal Activities	1
Routing a Proposal for Review	5
Submitting for Department Review	3
PI Certification	7
Specialist Review	3
How to Create Follow-On (NOT NEW) Proposals	3
Copying Proposals	C

Introduction

The Research UVA (RUVA) System is UVA's Electronic Research Administration (ERA) system used for creating, submitting, and tracking external sponsored program funding proposals. RUVA allows for full electronic proposal routing, in-system budget development, and supports system-to-system (S2S) submission to Grants.gov (including Grants.gov validation). In most cases, the S2S functionality eliminates the need for separate electronic sponsor portal submissions (such as Workspace or ASSIST). Additionally, RUVA allows for the management of awards, award modifications, contracts/agreements, and serves as the University COI management system. The data in RUVA can be pulled for use in institutional reporting, data dashboards, and more.

System Access

RUVA can be launched from the <u>RUVA home page</u>. Users will log on using SSO (single sign on), with their UVA computing ID and password.

System Navigation for Funding Proposals

Within RUVA, users can view and access the Grants module records they have permission to see and can locate or search for records on the *Dashboard* or *Grants Module* pages as shown below.

UNIVER	SITY NIA							н	ello, Jaime Petrasek ×
Dashboard	Agreements	COI	Grants	SF424 Ce	nter				
Page for Jaime Petrasek	<u> </u>								🕜 Help
Create 🔫	My Inbox Assignmen	ts In Process							
Recently Viewed	My Inbox Filter by 😧 ID	Enter text to searce	ch	Add Filter	Clear All	0	Quarteria	Denote the Denote the	٥
SF-42400002372 SF-		* Name		Date Created	Date Modified	State	Coordinator	Responsible Department	
E FP00424287: test ↔	FP00424287	test	versity in Res - Continuation	9/11/2024 9:31 AM	9/23/2024 3:44 PM	Draft	Jaime Petrasek	CC0945 RS-OSP-General	Administration
BU00016980: U.S. NationaHealth (NIH) ♦	DUA00000710	test attachment.pdf		9/20/2024 1 29 PM	9/20/2024 1:50 PM	Pre-Submission			
BU00017178: test subawart to Harvard	3 items			<pre>4 page 1</pre>	of 1 ▶				10 / page

Dashboard, My Inbox page: This page contains records from any of the RUVA modules (Grants and Agreements) that users are currently working on, or that may require an action. To access a record, click on the record **ID** or **Name**.

	Dashboard	Agreem	ents	CO		Grants	SF	424 Center					
	Funding Proposal	Complex Projects	A A	wards Repo	rts Help Cer	nter							
Grant	s > Funding Proposal												
Fur	nding Proposal												
									Se	arch 😮		Q	
C	reate Funding Proposal	Proposals	Draft	Internal Review	Sponsor Review	Awarded	Completed						
		Filter by 🚱	ID	▼ Enter te	ext to search		Q + Add F	lter 🗙 Clear All					۰
		ID	N	lame	Sm	artForm State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialis	st Submitting Department	t
		FP00424287	te	əst	[Edi] - Draft	Petrasek	U.S. National Institutes of Hea (NIH)	th Funding Submission	12/1/2024	Petrasek	CC0945 RS-OSP-Gener Administration	ral

Grants Module page: Funding proposal and award records can be accessed on this page. To access a record, click on the **ID** or **Name.**

Proposal Creation Introduction

This guide will assist users in creating a funding proposal record in RUVA. At minimum, the RUVA record will consist of a completed Proposal Smart Form, a budget (to include additional budgets as necessary [cost share, subawards, collaborating departmental budgets, etc.]), appropriate and required proposal documents and attachments, a **completed and validated** SF424 submission package (if applicable, for eligible federal proposals submitted via Grants.gov), PI certification/departmental sign-off of the proposal, and any additionally required reviews or approvals. Authorized Officials in Central OSP and Signing/Submitting Schools will approve proposals for submission once their review is complete and any noted corrections have been made. SF424 submission packages will be submitted directly to sponsors via RUVA by the appropriate and assigned Authorized Officials.



Before creating the proposal record in RUVA, it's important to review the proposal guidelines in full and to gather any preliminary information that will inform the proposal submission process. Below are some common questions to consider. If questions remain after review, contact either your assigned OSP Pre-Award Senior Administrator or your Signing/Submitting School Official(s).

- Is UVA eligible to apply for and accept the funding should an award be made?
- Is the PI eligible to serve as a PI at UVA, and if not, have you sought an exception to the policy prior to beginning the proposal creation in RUVA?
 - Please review <u>RES-011: Investigator Eligibility Requirements and Responsibilities Related</u> to Sponsored Programs
- Should the funding proposal be created and routed through RUVA, or will the proposal be routed through <u>Corporate and Foundation Relations</u>?
- Does the submission require a pre-proposal or letter of intent? If so, the submission process may require additional steps or differ from the typical proposal submission process. Be sure to mark the record appropriately with this information and if applicable, work with your assigned AOR to define the multi-step submission process.
- Is the proposal a limited submission funding opportunity? Limited submission opportunities (LSOs) are those in which the sponsor has placed a restriction on the number of proposals, applications, or nominations that may be submitted from an institution. The UVA Office of the Vice President for Research (VPR) <u>LSO</u> webpage details the coordination of UVA's selection process for LSOs. Please review the website and contact the VPR Research Development Team for further details.
- Are you creating and submitting a brand-new proposal, or is the proposal considered a renewal (continuation), revision (supplement), or resubmission? This information is important as it will guide you where to start the proposal creation process within RUVA.
- Is the proposal being submitted via system-to-system (S2S)? UVA can submit many federal (NIH, DOD, DOE, etc.) opportunities directly from RUVA to the sponsor, via a process called system-to-system (S2S). Whenever possible, the use of S2S is highly encouraged and is the most efficient and recommended practice. For S2S submissions, users will create a funding proposal in RUVA and will also create a SF424 for submission in RUVA, instead of in the sponsor's standalone submission system. If not using S2S, users must create a proposal in RUVA AND in the sponsor's system. Detailed instructions on using RUVA to create a S2S SF424 package are located later in this guide. Questions regarding this process should be directed to your assigned Signing Official in Central OSP or your submitting school.
- If the proposal is not being submitted via S2S, how is the proposal being submitted to the sponsor once it is approved for submission and signed off by the appropriate AOR? For example, is the

proposal being submitted via email, directly to the sponsor contact by the PI? Is the proposal being submitted via a standalone sponsor submission system? Adding this information in the comments section can help the submission process go smoothly and efficiently.

Once you've gathered the necessary preliminary proposal information, it's time to begin the proposal create process in RUVA.

Creating a Funding Proposal

Follow the below step-by-step instructions to create a **new proposal**. These instructions outline the process of creating a funding proposal, completing the funding proposal SmartForm, budget pages, and SF424 form pages if applicable.



If the proposal is not considered a NEW funding proposal, do not create a NEW funding proposal. **If you need to start a revision (supplement), renewal (continuation), or resubmission** for proposals that were already created, please first refer to the Revisions, Renewals and Resubmissions section of this manual.

On the *Dashboard* or *Grants Module* page, click the Create Funding Proposal button. Currently, UVA is not using the "Create Complex Project" feature.





Once you create a funding proposal, you will have a Funding Proposal Number (FP Number) associated with the record in RUVA. This FP Number will be used and referenced throughout the proposal, post-proposal, and eventual award process. Please make sure to use FP numbers when reaching out to OSP/submitting schools regarding questions about your Funding Proposal.

Completing the Funding Proposal SmartForm

Once the funding proposal has been created, the Proposal SmartForm must be completed. The Proposal SmartForm consists of several tabs (pages) that include questions and requests for information from the PI, study team, and administrators. It's important to note that the data put into the SmartForm is considered part of the system of record and that the data may be used to create institutional reports. By the time a proposal is complete and ready for submission, the data in the SmartForm should be considered final. If at any point in the process of creating the proposal you have questions about how to answer a question or fill in a data field, reach out to your **OSP Pre-Award Senior Administrator or your Signing/Submitting School Official(s).**



🗮 🔁 Validate 🐴 Compare 🛛 🔍
General Proposal Information
Personnel
Submission Information
Funding Opportunity Announcement
Budget Periods and Key Dates
Compliance Review
Additional Proposal Information
Completion Instructions

Once all the required (mandatory) information has been added to each Huron field in a tab, users can switch back and forth between sections of the SmartForm page by clicking the separated "tabs":





The first tab of the Proposal SmartForm collects general proposal information.



Type of application: Defaults to "new" for new proposals. This cannot be changed.
 1a. Defaults to NO, change to Yes if the award is being transferred from another institution.



2. Short title of proposal: Enter the School/College abbreviation, department abbreviation and a descriptive name for the proposal/PI name (50 character maximum). The short title identifies the proposal throughout the RUVA system, such as in the RUVA *Dashboard*, *Grants Module* page, and in reports. Example: AS-CHEM-Studying Lasers



It is possible that there are additional, specific rules regarding the Short Title if your proposal is being routed through one of UVA's approved Submitting Schools. Please make sure to check with your Submitting School leadership for additional requirements, and/or if you have any questions.

ong title	of propos	al: 👔		
				li
	ong title o	ong title of propos.	ong title of proposal: 🥑	ong title of proposal: 🥑

3. Long title of proposal: Enter the full title of the project. If this is an SF424 application, this title will display on the SF424 forms (255 character maximum).

4. * Program director / Principal investigator / Project lead / Fellow:

4. Program director/Principal Investigator/Project lead/Fellow: Enter or search for the PI's name.

For proposals with Multiple PIs, the PI listed here should be the Contact PI. Any Multiple PIs can be listed on the Personnel tab. Keep in mind that personnel designated as a multiple PI will need to approve/certify the proposal via Ancillary Review.
If the proposal is specifically for mentored research, enter the Fellow's name in

Question 4. The mentor will be listed on the next proposal SmartForm page (Personnel).

If the PI is not found in the system, work with your HR business partner and Submitting School/OSP to have them added to the PI list. Keep in mind that per University Policy, PIs, investigators and key personnel participating in extramurally funded research must disclose certain "Significant Financial Interests" prior to submission of a proposal. More information can be found here: <u>https://compliance.research.virginia.edu/about/conflict-interest-coi</u>

5.	* Select the direct sponsor: 😧
	a. If the direct sponsor is not listed, type their name here:
	b. If this will be a flow-through, select prime sponsor:

5. Select the direct sponsor and if applicable, the prime sponsor:

- a. Select the Direct Sponsor. The Direct Sponsor is the organization that is directly funding the project. Search thoroughly for the direct sponsor's name by using the wild card ("%") before part of the sponsor's name in the search box. If the National Institutes of Health (NIH) is listed, be sure to update the Direct Sponsor name to specify exactly which NIH Institute or Center will fund the project if awarded.
- b. If applicable, select the Prime Sponsor. Search thoroughly for the prime sponsor's name by using the wild card ("%") before part of the sponsor's name in the search box.

-)	The Direct sponsor is the legal entity from which UVA directly receives project funding. All sponsored projects have a Direct Sponsor. <i>In some cases, a sponsored project may have a Direct Sponsor and a Prime Sponsor.</i>
	If UVA is a subrecipient on a funding proposal for the organization listed in Question 5, the prime sponsor must be listed as a response to Question 5b. For example, this field should be entered for a proposal when NSF grants funding to Stanford and Stanford subcontracts to UVA. In this case, Stanford would be the direct sponsor (5a) and NSF would be the Prime Sponsor (5b).
	Remember that for National Institutes of Health (NIH) proposals, UVA must be able to run reports based on the specific NIH Institutes and/or Centers from which we are proposing funds. Be sure to update the Direct Sponsor name to specify which NIH Institute or Center will fund the project if awarded.

	Adding New Sponsors to RUVA
1	It is possible that the sponsor you are working with has not yet been added to the RUVA database. The OVPR Info Team, in conjunction with the Office of Research Security (ORS), must vet and add new sponsors to RUVA before the funding proposal may be finalized. The vetting process includes a research security review and assessment for potential risks involving sensitive technology transfer, export controls, malign foreign talent programs, sanctions, violation of the CHIPS Act, etc.
	If during the review it is determined that additional information is needed, the Info Team/ORS will reach out to proposal creators and/or study teams directly. After the vetting process is complete, the Info Team will add the sponsor to RUVA and inform proposal creators via the ticket that the sponsor has been created and is available for selection in RUVA.
	Note: After adding the new entity to RUVA, you may see the Research Security warning on the Workspace. Since the new sponsor was vetted just prior to being created in RUVA, no further action is needed; the warning can be disregarded.

If the sponsor's name is missing from the RUVA database, follow the additional steps below:

- 1. Email the Info Team at <u>osp-infoteam@virginia.edu</u> to set up a new sponsor in RUVA, including all pertinent contact information, names, and links as applicable. Include the FP number and proposal due date in the email.
- 2. Continue filling out the SmartForm by entering "TBD" in Question 5 and typing the sponsor's name in Question 5a. If applicable, select the Prime Sponsor in Question 5b. If the prime sponsor is ALSO missing from the RUVA database, be sure to repeat these steps to add the prime sponsor's name to RUVA.
- 3. After the Info Team informs you that the new sponsor has been vetted and added to RUVA, return to this page, change "TBD" in box 5 to the name of the sponsor, and remove the name of the sponsor from box 5a. This should be updated prior to submitting the proposal for review.

	After adding	an existing e	ng Message entity into th ity warning i	<u>2:</u> ne counterparty, dire may appear on the l	ect, or prime sponsor fields in record's Workspace
	Draft Next Steps	RAF Examp	le March 2025		FP00425834 Funding Proposal
	Mext Steps	Proposal Information		Budget Information	
	Edit Funding Proposal	PD/PI:	MaryBeth Spaulding	Starting Date:	1/1/2026
	DrinkenMassian	Department:		Number of Periods:	6
	Printer Version	Specialist:	MaryBeth Spaulding	Total Direct:	\$0
		Sponsors:	Clinipace, Inc.	Total Indirect:	\$0
	COI Disclosure Status	Sponsor Submission Deadlin	e:	Total:	\$0
	Submit For Department	Internal Submission Deadline	4		
luron Patch	Review	Certified:	No		
aronn acom	✓ Certify	SF424 Link:			
	Withdraw Proposal	Prime Sponsor ID	SPN+00274	One or more of the sponsors/counterparties require f Check with Office of Research Security before procee	urther review. iding.
lindate					

review process. This warning amendment, proposal, awar	n the entity has been flagged during the research securit § will show on all RUVA records (agreement, agreement rd, award modification, etc.).
In cases where the warning provided by the Office of Res submission. The additional r Review that will notify ORS.	appears, additional review and guidance needs to be search Security PRIOR to proposal finalization and review process must be initiated by creating an Ancillary
The ancillary review must inc	clude the following details:
 Select Foreign Influe Choose "Other" as the set of the set of	nce (Research Security) as the organization ne Review Type onse Required about the warning message
Manage Ancillary Reviews	
1. Identify each organization or person + Add Review Type Org Person There are no items to display	 1. * Select either an organization or a person as reviewer: Organization: Foreign Influence (Research Security) Person: Person: * Review type: Other 2. * Review type: Other 3. * Response required? Yes O No Clear 4. Comments: Received a warning on the workspace: "One or more of the sponsors/counterparties require further review. Check with Office of Research Security before proceeding." Please review and let me know what else is needed from the field in order to finalize this proposal for submission. Thanks.
	5. Supporting documents: + Add Name There are no items to display

Questions about adding a new sponsor or the Research Security Warning shuld be directed to the OVPR Info Team at osp-infoteam@virginia.edu.

6. Instrument type: Grant Contract Cooperative Agreement Other Transaction Authority (OTA) <u>Clear</u>

- 6. Instrument type: Select the appropriate instrument for the proposal (Grant, Contract, Cooperative Agreement, or Other Transaction Authority (OTA).
 - **Grant:** A grant is unilateral financial assistance award that provides funding to a recipient to serve the public good through support of basic science research, public services, and stimulation of the economy.
 - **Contract:** A contract is a negotiated, bilateral agreement between two or more parties that outlines the terms and conditions for conducting a sponsored project, detailing the obligations, deliverables, timelines, and rights of each party to the contract. In the federal context, a federal contract refers to the procurement of goods and services for the benefit of the federal government.
 - **Cooperative Agreement:** A cooperative agreement is a type of federal financial assistance that closely mirrors a grant, except that the federal sponsor is substantially involved in the performance of the project.
 - Other Transaction Authority (OTA): An OTA is a bilateral agreement between the federal government and a non-federal entity that facilitates a streamlined negotiation process between the private sector and the government. It's a unique type of award that's not a grant, contract, or cooperative agreement. OTAs are used for research and development, prototype development, and other projects.

7. * Primary purpose of this project: @

- O Research On-Grounds
- O Research Off-Grounds
- O Instruction On-Grounds
- O Instruction Off-Grounds
- O Other Sponsored Activity On-Grounds
- O Other Sponsored Activity Off-Grounds
- O Industry-Funded Clinical Trial
- O DHHS Institutional Training Grants

<u>Clear</u>

7. Primary Purpose of this project: Select the primary purpose of the project. Based on the answer to this question, a new Question 9 may appear on the form. The various purpose types are defined in the help icon section of the SmartForm.



Reminder that the SmartForm in RUVA includes help text intended to aid the user answering the SmartForm questions. Click on the Help icons throughout the SmartForm for additional background information, terms, and detailed instructions.

Help icons	; @
8. * Expected start date: @	

8. Expected start date: Enter the actual expected start date of the project.

iii i



9. Additional questions related to the primary purpose of this project: Enter the appropriate subtype of research. For Clinical Trials, you will be prompted to select the appropriate phase. If you select Other, select a description of the research type.



This is numbered as Question 9 only when Research On-Grounds, Research Off-Grounds or Industry-Funded Clinical Trial is selected for Question 7. If another option is selected for Question 7, this question will not appear and the question listed below as Question 10 (Major Goals) will instead appear as Question 9.



10. Major Goals (For Use with Current and Pending Support): Provide a brief statement of the overall objectives of the project, subproject, or consortium/contractual arrangement or a description of the activity, otherwise known as the Major Goals. *The goals listed here will populate the entry for this project on the Current and Pending Support report.*



The Major Goals section is not currently a mandatory field within Huron; however, it is required to be populated by some of UVA's assigned submitting schools. Please check in with your Signing/Submitting School Official(s) should you have questions about this field. Further information about Current and Pending Support can be found <u>here</u>.

11. Is the proposal either of the following:

- O Pre-proposal
- O Letter of Intent
 - <u>Clear</u>
 - **11.** Is the proposal either a Pre-proposal or a Letter of Intent: If yes to either option, the submission finalization may differ from the standard process. Be sure to mark the record appropriately with this information, and if applicable, work with your assigned AOR to define the multi-step submission process.

Reminder: This question may appear as Question 10 depending on the answer to Question 7. See the above note for more details.

Information: Pre-Proposal/Letter of Intent (LOI)
A Pre-Proposal, sometimes called a Letter of Intent (LOI), is a condensed version of a proposal which sponsors will use to determine if a PI should submit a full proposal. Pre-Proposals/LOIs should be entered into RUVA, particularly if they require approval from central OSP or your assigned Signing/Submitting School Official(s). If a Pre-Proposal/LOI does not require a budget, then the budget may be left at \$0.
Pre-Proposals/LOIs will be assigned an FP number and will be treated just like a typical proposal. However, if the sponsor invites the PI to submit a full proposal, a brand-new FP with its own FP number should be created and the proposal creator should use the Manage Relationships activity to relate the pre-proposal to the full proposal.

Further questions regarding the practices around submitting a Pre-Proposal/LOI should be directed to your Signing/Submitting School Administrator or the OSP Pre-
Award Senior Administrator assigned to your department/school/center.

Personnel Tab

Personnel ø
1. Program director / Principal investigator / Project lead / Fellow: Jaime Petrasek
a. If this is a fellowship, select the mentor:
b. Biosketch: [None] 🜊 upload
C. Other support: (None) Lupicad

1. Program director/Principal Investigator/Project lead/Fellow: This field defaults to the name selected previously on the *General Proposal Information Tab.* For NIH fellowships that will be submitted, this person is the student (fellow).

In field 1a., enter the mentor (faculty member). Note that the mentor will be considered the PI on the award.

For questions 1b and 1c, upload a Biosketch and an Other Support document as required by the funding opportunity announcement. Note that for S2S submissions, this information should map to the SF424.

2. 1	2. * Responsible department / division / institute: 👩				
	%as-ch				
	ID	Organization		Org Parent	
	CC0043	CC0043 AS-Chemistry	(CH	EM) CH40001 AS-College of Arts & Sciences	
	CC1785	CC1785 AS-Chemistry	Stoc	kroom (CHST) CH40001 AS-College of Arts & Sciences	

2. Responsible department/division/institute: This field will default to the PI's department and may be updated, if needed. As applicable, search for (using the wildcard %) the responsible/submitting department and enter the department or program that will manage the proposal or award.

3. Project personnel:			
a. Add other institutional key, non-key	or other significant contributor pe	rsonnel:	
+ Add			
LastName	Einst Name	Ken	Dele
There are no items to display	First Name	Key	Role
There are no items to display			
b. Add non-institutional key personnel	: 0		
+ Add			
Last Name	First Name	Key	Role
There are no items to display			
Add EP AdditionalPersonnel			
Add I F_AdditionalFelsonnel			
Add Institutional Proposal	Staff		
4 4 6 4 7 1			
1. * Staff member:			
	•••		
2. * Project role:			
	•		
3 * This individual is sone	idered on investigate	r for compliance	
	suereu an investigato	r for compliance	purposes. 😗
Ves O No <u>Clear</u>			
4. Attach a biographical sl	(etch:		
[None] 1 Upload			
5. Attach current and pend	ding support documen	tation:	
6. * This individual is a:			
 Senior / key person on th 	e proposal		
O Other significant contribu	tor on the proposal		
O Other personnel			
Clear			
Oloui			

3. Project Personnel: Enter UVA key, non-key, or other significant contributor (OSC) personnel in Question 3a and enter non-UVA key personnel in Question 3b. Project personnel entered in this section, **including TBD personnel**, will map to the Budget SmartForm.





The system maps all UVA personnel marked as key personnel to section A of the Research & Related Budget in the SF424 forms (if applicable), and all personnel marked as non-key map to section B of the Research & Related Budget. Non-UVA key personnel entered in Question 3b will map to the Senior Key Person Profile section of the SF424.

dministrative person a. Administrative contact: Jaime Petrasek	el: 0 3		
b. Select team members t	hat have edit rights: 🛿		
Last Name	First Name	Employer Name	Title
There are no items to	display		
C. Select team members t	hat have read-only rights: 😢		
	•••		
Last Name	First Name	Employer Name	Title
There are no items to	display		

4. Administrative Personnel -

- a. This field should not be blank. The proposal creator defaults as the administrative contact. You may correct the administrative contact in Question 4a if needed. The administrative contact entered in Question 4a will be able to edit the proposal and respond to reviewer notes. Enter any additional contacts who may need edit or read-only access to the record under Questions 4b and/or 4c.
- b. Proposal Editors: Editors are institutional personnel who can view and edit the proposal. Enter any individuals who may need edit access to the proposal.
- c. Proposal Readers: Enter any individuals who may need read only access to the proposal.



If you are collaborating with other units, schools, and departments across grounds, it is best practice to grant edit access to those administrators.

Submission Information Tab

The information requested on this tab will differ based on the type of sponsor: federal, flow-through, or other non-federal. The sponsor type information is auto populated based on the answer to question 5 on the General Proposal Information tab.

For a Non-Federal Proposal:

Submission Information
1. Submission type: ? State
2. Direct sponsor: ⁽²⁾ Virginia Department of Health (VDH)

- 1. Submission Type: Defaults based on sponsor information
- 2. Direct Sponsor: Defaults based on sponsor entered in General Proposal Information.

For a Federal Proposal:

For federal proposals, the Submission Information page is where you will determine whether the proposal application is being submitted S2S. S2S applications are supported for many Grants.gov proposal submission opportunities.



- 1. Submission Type: Defaults based on sponsor information
- 2. Direct Sponsor: Defaults based on sponsor entered in General Proposal Information.
- 3. Will this application be submitted system-to-system? Defaults to NO. Select yes or no.

If the answer to question 3 is NO and the federal application is NOT being submitted S2S:

4. Type a package ID, opportunity ID, or	CFDA number, and click	Find. 😧		
Package ID:		Find	Clear	Refresh Form Support
Opportunity ID (PA or RFA number):				
CFDA number:				
Competition ID:				
No Funding Opportunity Announcements were	selected.			
If the desired opportunity is not listed	d above, type its ID and ti	tle below:		
a. Package ID:				
b. Opportunity ID:				
C. Opportunity title:				
5. NIH grant type (if applicable):				

- 4. **Package ID, Opportunity ID, or CFDA:** Search for the funding opportunity in 4 using the Opportunity ID or go directly to **4b**. Enter **Opportunity ID (4b) and opportunity Title (4c)** if available.
- 5. **NIH grant type:** Select type using the ellipsis if this proposal is funded by NIH.

6. Add any general submission documents: 3	
+ Add	
Name	Version
There are no items to display	

6. Add any general submission documents: While Huron users can use this section to attach proposal documents and attachments, it is not recommended. The preferred section to add attachments is via the "Add Attachments" activity. Instructions can be found later in this guide under "Additional Proposal Activities – Adding Attachments".



If the answer to question 3 is NO and the federal application is NOT being submitted S2S, please proceed to the next section of this guide titled "Budget Periods and Key Dates tab".

If the answer to question 3 is YES and the federal application IS to be submitted via S2S, proceed as instructed directly below this callout box.

Submission Information					
1. Submission type: @ Federal					
2. Direct sponsor: U.S. National Institutes of Health (NIH)					
3. * Will this application be submitted system-to-system? • Yes O No <u>Clear</u>					
4. Type a package ID, opportunity ID, or CFDA number, and click Find. 🔞					
Package ID: Find Clear Refresh Form Sup	port				
Opportunity ID (PA or RFA number):					
CFDA number:					
Competition ID:					
No Funding Opportunity Announcements were selected.					
4. Type a package ID, opportunity ID, or CFDA number, and click Find.					
Package ID: Find Clear Refresh Form Support					
Opportunity ID (PA or RFA number): PA-20-185					
CFDA number:					
Competition ID:					
Package Id Opp Id Opportunity Title	Opening Date	Closing Date	CFDA	Comp ID	Instruction
PKG00277412 PA-20-185 NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)	10/26/2022	1/7/2025		FORMS-H	1

After answering YES to question 3, enter or search for the Package ID, Opportunity ID (including dashes), CFDA number, or Competition ID under Question 4. Click the Help icon for search tips. After the opportunity displays, click the radio button to select it and click Continue to navigate to the next tab of the SmartForm.



Competition ID, provides guidance to help users choose the appropriate application package (e.g., Use for due dates on or after January 25, 2025).
To learn more about identifying the form version of an application package see <u>Do I</u> <u>Have the Right Form Version For My Application?</u>

Funding Opportunity Announcement Tab

The Funding Opportunity Announcement SmartForm tab will only appear for S2S submissions where the opportunity has been selected on the previous Submission Information SmartForm tab. This page contains a list of required and optional SF424 Forms and identifying opportunity information from the prior page and indicates if the forms are supported by the system and can be submitted to Grants.gov.

If an optional form is not supported and you were not planning to include that form in your proposal, you may still proceed with S2S submission. However, if a mandatory form is not supported, or if an optional form you need to submit is not supported, then the application may not be submitted S2S.

If this page displays a message that the forms are not supported and therefore the application cannot be submitted via S2S, but all required forms and any optional forms you want to include display as "yes" in the "supported" column, return to the Submission Information SmartForm tab and click on the "Refresh Forms Support" button. Then, navigate back to this SmartForm page and the error message should be cleared. If the error message is not cleared, contact your Submitting School's PreAward staff or OSP Pre-Award Senior Administrator for help navigating to the RUVA SF424 Center to see if the funding opportunity can be manually downloaded and used for SF424 creation and submission.

Click the link under Question 8 for the specific funding opportunity instructions you will need to manually create and edit the SF424 package.



Proposal guidelines vary between sponsors and even within funding agencies, depending on each specific Funding Opportunity Announcement (FOA). Reviewing the specific sponsor guidelines and using the sponsor's grants.gov and SF424 guides to create and build your proposal is key for a successful submission.

Budget Periods and Key Dates Tab

Budget Periods and Key	Dates
1. * Application submission deadl	ine: 😮
	
2. Date response expected from s	ponsor: 😧
	i

1. Application submission deadline: Enter the date the proposal is due to the sponsor. For incoming subaward/consortium proposals, enter the date the application submission is due to the direct sponsor (Pass-Through Entity). If there is no deadline, enter the date you would like to have the

proposal review and approval completed by, keeping in mind that the deadline type should be considered a **TARGET deadline**.

2. Date response expected from sponsor: Enter the date a sponsor response is expected. If unknown, leave the field blank.



- 5
- 3. Date projects starts: Displays the start date entered on the General Proposal Information tab.
- 4. **Date project ends:** End date displayed is based off the End Date of the last budget period; RUVA defaults to a 5-year project/budget period and can be changed; see below for instructions.
- 5. **Project Length (years):** Number of years displayed based on the budget periods. RUVA auto defaults to a 5-year project/budget period. You can edit the budget periods to update the duration.



Modular budget? O Yes ● No Clear				
Add Period Remove	Period Update Perio	ds		
Budget periods: Period Number	Name	Duration (Months)	Start Date	End Date
1	Period 1	12	9/1/2025	8/31/2026
2	Period 2	12	9/1/2026	8/31/2027
3	Period 3	12	9/1/2027	8/31/2028
4	Period 4	12	9/1/2028	8/31/2029
5	Period 5	12	9/1/2029	8/31/2030

- 6. **Modular budget:** Select Yes or No as appropriate based on the sponsor guidelines. <u>Modular budgets are available for specific NIH application types</u>.
- 7. **Budget Periods:** The system automatically creates 5 periods that are 12 months each, even if you have designated a different project period (e.g., 1 year). Click the Add Period, Remove Period, and/or Update Periods buttons to modify the periods as necessary. **Budget periods are typically 12** months unless otherwise noted by a funding opportunity announcement.

Edit Budget Period					
Update Budget Periods					
Use advanced editing 🔽					
* Project start 9/1/2025	date				
Period numb	er Name	* Period end date			
1	Period 1	8/31/2026 🛗			
2	Period 2	8/31/2027 💼			
3	Period 3	8/31/2028 💼			
4	Period 4	8/31/2029 💼			
5	Period 5	8/31/2030 💼			

	Within the Update Periods window, click the Use adv specific period end dates (as opposed to a specific r complete or Cancel to abandon this optional section Keep in mind that Huron budgeting works best wher budget periods. If you are creating non-standard bud check your figures once budgeted to ensure the doll	vanced editing checkbox to enter number of months). Click OK once n. n using standard, 12-month dget periods make sure to double- ar amounts are correct.
8. Internal submission deadline: @		
9. * Application Submission Deadli	ne Time:	
10. * Application Submission Deadli	ne Time Zone:	
11. * Is this an After-the-Fact Propos O Yes O No <u>Clear</u>	sal?	
12. * Is the stated Application Subm Sponsor's Published Deadline Target Submission Date	ission Deadline in Question 1 above the sponsor's published/required deadline or a target submission date?	

- 8. Internal submission deadline: Enter the appropriate internal submission deadline based on your Departmental or Submitting School's policy. The date entered here is used to calculate the "Internal Submission Deadline" date displayed on the Proposal Workspace.
- 9. **Application Submission Deadline Time:** Enter the exact time the proposal is due, including an indication of AM or PM. Because some sponsors have proposal timelines that differ from the standard deadline time of 5:00PM EST, it is vital that this question is answered correctly by the person creating the record in RUVA. If the proposal is due in the evening after typical business hours, please mark 5:00PM EST as the proposal deadline time.
- 10. Application Submission Deadline Time Zone: Use the dropdown to select the correct Time Zone.
- 11. Is this an After-the-Fact Proposal? Choose Yes or No. Questions regarding the practices around submitting an After-the-Fact Proposal should be directed to your Signing/Submitting School Administrator or the OSP Pre-Award Senior Administrator assigned to your department/school/center.
- 12. Is the stated Application Submission Deadline in Question 1 above the sponsor's published/required deadline or a target submission date? Choose Sponsor's Published Deadline or Target Submission Date.



If the sponsor does not have a formal deadline date, or if the PI wishes for the proposal to be submitted before the sponsor's published deadline, a target submission date may be entered in Question 1. If a Target (preferred) Submission date was entered in Question 1, please mark this section as Target Submission date.

Compliance Review Tab



Answering the compliance questions correctly is an important part of proposal creation and eventual submission. Pls, Investigators, and the Study Team should be able to assist in answering the compliance questions, and its best practice to involve them in this process. Reading the science and budget documents to get a feel for the scope of work may help inform these conversations.

Select Yes or No or check the appropriate boxes for the questions listed below. In some cases, answering Yes or checking a box will prompt additional questions to display. If you are unfamiliar with the relevant policies, refer to the Help Text for additional information and links.

Compliance Review	4 Go to forms menu 🛛 🖨 Print 🔫	🕜 Help
1. * Human subjects involved in this project: O Yes O No <u>Clear</u>		
2. * Animals involved in this project: O Yes O No <u>Clear</u>		
3. * Microorganisms; biotoxins; human derived materials and/or experiments involving recombinant or synthetic nucleic acid molecules (including human gene tr O Yes O No <u>Clear</u>	ansfer) involved in this pro	oject:
4. * Radioactive materials involved in this project: ● ○ Yes ○ No <u>Clear</u>		
5. * Radiolsotopes involved in this project: O Yes O No <u>Clear</u>		
6. * Human embryonic stem cells involved in this project: O O Yes O No <u>Clear</u>		
7. * Class 3B or Class 4 lasers involved in this project: O Yes O No Clast		
8. * Select options that apply. Does this project involve any of the following activities? 🕑		
International Travel – e.g. Presenting data, conference attendance, investigator meetings, etc.		
Performance site in a non-US location – e.g. Gathering data, subject enrollment, etc.		
Foreign Subawardee or other collaborator (funded or unfunded)		
Individuals (Foreign Nationals or US persons) working on behart or a foreign entity.		
International method applyon from a rolegar entry. Not a policible		

4. * Select antions that apply. Does the sponsor's documentation contain the following torms?		
3. " select options that apply. Does the spinsor's documentation contain the following terms? "		
Participation of foreign persons/non-US citizens on this project is prohibited or restricted		
An investigator may not publish research results without sponsor's explicit approval, except for the sponsor's right to review and exclude the sponsor's right to review and exclude the sponsor's results.	heir proprietary data	a from publication
Not applicable		
Describe:		
10. * Select options that apply. Does the sponsor's scope of work or other documentation define the project as export	controlled, or r	efer to: 🔞
Export Administration Regulations (EAR)		
International Traffic in Arms Regulations (ITAR)		
Controlled Unclassified Information (CUI). Controlled Technical Information (CTI) or Covered Defense Information (CDI)		
ULS Government Classified Information (any level)		
Other U.S. Contrements and an event regulation or limited accesses framework:		
Conteriors, dovernment export regulation of infined access trainework		
Not applicable		
Brendhar		
Describe:		
11. * Does this project involve any of the following activities? 😧		
International Shipping – e.g. Sending equipment, materials, samples, supplies, etc. to a foreign location		
Providing access to or transferring "technology" or "technical data" to a foreign national or entity, in the U.S. or abroad		
Providing a "defense service" or "nuclear assistance" to a foreign entity		
Interacting with an individual or entity in a "comprehensively sanctioned country/region"		
 Does this project involve the acquisition or use the products or services of Kaspersky Labs; or prohibited telecommunications equipment or service O yes O No Clear 	SY 🕑	
13. Type any additional compliance information that might be useful for this review:		
	🛿 Exit 🖬 Sav	e Continue 🔿

Additional Proposal Information Tab

The second				
- Applicant Institutio	1. 0	0		
The Rector & Visitors of th	University of Virginia			
a. Select additional pro	ect or performance local	ons (other than subaward perfo	mance locations)	
Concert additional proj	tet of performance need	una (unici unan aucununa perio	interes interesting).	
Name				
There are no iten	s to display			
Will there be program	income?			
O Yes O No Clear				
Select resources req	aired for this propo	sal: 🕢		
Use of Research	computing (e.g. Rivanna	Ivy, Ivy-CUI)		
Construction reor	vation or snace not und	r the control of the responsible	tenartment	
	ration of space not and	The control of the responsible.	separation .	
* Abstract:				
d. " If this proposal is	warded, i give permis	ion for this abstract to be see	rchable by UVA faculty	and staff:
 a. * If this proposal is ○ Yes ○ No Cited 	iwarded, I give permis	ion for this abstract to be set	rchable by UVA faculty	and staff:
 * If this proposal is Yes No Clear 	iwarded, i give permis	ion for this abstract to be set	irchable by UVA faculty	and staff:
a. " If this proposal is Yes O No Cley	twarded, i give permis	ion for this abstract to be set	irchable by UVA faculty	and staff:
 If this proposal is Yes No Clevier 	swarded, i give permis (ion for this abstract to be set	irchable by UVA faculty	and staff:

- Applicant Institution: The Rector & Visitors of the University of Virginia is selected by default. This should be edited to reflect a submission by UVA Wise if UVA Wise is the submitting school. Disregard Question 1a.: Do not complete.
- 2. Will there be program income? Please choose Yes or No after reviewing the help text.



- 3. Select the resources required for this proposal: Select as applicable. Additional information must be attached to Question 3a if one or more of the listed resources are selected.
- 4. **Abstract:** Enter the abstract for the proposal and indicate whether permission is granted to give UVA faculty and staff access to search the abstract if the proposal is awarded.
- 5. Is this a limited submission opportunity? Choose Yes or No. If yes, upload required documentation of approval to submit.



Prior Approval to submit a proposal that is a Limited Submission Opportunity is **<u>REQUIRED</u>**. Funding Opportunity Announcements should be carefully reviewed to ensure approval is sought and granted before creating a proposal in RUVA. Approval(s) should be uploaded to the RUVA proposal prior to finalizing and submitting for review.

Completion Instructions Tab



The Completion Instructions provide guidance on what to do after you have completed the SmartForm, including how to validate that all required questions are completed. Review the instructions and click Finish when complete. You are now returned to the Proposal Workspace.



Clicking Finish does not submit your proposal to your School's Pre-Award office or OSP. This allows for additional edits and/or actions to occur prior to the proposal submission (e.g., completing the budget, creating/updating the SF424, etc.).

Completing the Funding Proposal Budget

After the proposal has been created and the FP SmartForm has been completed, it's time to build the FP proposal budget SmartForm.



It is possible that there are additional, specific rules regarding budget building if your proposal is being routed through one of UVA's approved Submitting Schools. Please make sure to check with your Submitting School leadership for additional requirements around budgeting, such as: the use of internal budget forms, inflation, required personnel effort, salary escalation, etc.

Within the main budget, you'll be able to create additional budgets as necessary (subaward budgets, cost share budgets, collaborating unit budgets, etc.). Follow the steps below to complete a budget:

lext Steps					
Edit Funding Proposal	Proposal Information		Bu	dget Information	
	PD/PI:	Jaimo Petrasek	Sta	rting Date:	9/1/2025
Printer Version	Department:	CC0945 RS-OSP-General Admir	istration Nur	mber of Periods:	5
	Specialist:	Jaime Petrasek	Tot	al Direct:	\$0
COI Disclosure Status	Sponsors:	U.S. National Institutes of Health	(NH) Tot	al Indirect:	\$0
	Internal Submission Deadline:	12/1/2024	Tot	al:	so
Submit For Department	Certified:	No			
Hereiten	SF424 Link:				
✓ Certify	Prime sponsor ID	SPN-04088			
Send to COI Manage Ancillary Reviews	Draft Department Revie	x) + (Specialist Review) + (Sponsor R	eview Complete		
Send to COI Manage Ancillary Reviews Create-Update SF424 Manage Relationships Manage Tags	Druft Oppartment Revie Clarification Requested	Specialist Review Specialist Review Garification Requested Changes Review			
Send to COI Manage Ancilary Reviews Create Update SF424 Manage Relationships Manage Tags Create Agreement	Creft Department Revie Clarification Required Budgets SF424 Summary Hote	Y Derivers Attachments Pina	wiew Camplete	Change Log	
Send to COI Manage Ancillary Reviews Create Update SF424 Manage Relationships Manage Tags Create Agroement Add Attachments	Covit Organization Review Clarification Reported Indigets Indigets Indigets	Attachments Attachments Final	noiser + Complete galerd + Reviewer Notes Bulated Projects	Change Log	
Send to COI Manage Ancitary Reviews Ceate Update SF424 Manage Relationships Manage Tags Create Agreement Add Attachments Copy Copy	Coult Charger mant Note Charger mant Note Dudgets British Strates Working Studgets Notes	ey Desiveres Attachments Plan	aniew Campitas parted Campitas macada Reviewer Notes Related Projects	Change Log	Transmitte 9
Send to COI Manage Anciliary Reviews Create-Update SF424 Manage Relationships Manage Relationships Create Agroement Add Ratchments Copy Create Additional Budget	Druk	ey between Attachments Processing	nine Camplete meter Camplete scale Performer Notes Paulated Projects Date Modified State Punding	Change Log Source Total In F	Financials?
Send to COI Manage Ancilary Reviews Create Update SF424 Manage Relationships Manage Tags Create Agroement Add Attachments Create Additional Budget Export Budget	Cut (Curring Rain Curring Strike Susained Required Working Susained Name U S National Vestables of Friends (Nov	ey Persenter Research	cater + Complete under + Complete under Reviewer Hores Rotating Projects Date ModBled State Funding 11/2024 9.31 AM Draft Federal	Change Log Source Total In F 30 yes	Financials?
Send to COF Manage Arcliney Reviews Create Update SF424 Manage Relatements Manage Relatements Manage Relatements Add Attachments Coreate Additional Budget Export Budget Send Email	Content of the production from the content of the c	vy Preserves Abuckeests Plane Baselform Baself	nine complex scalar Reverse Nors Ridded Projects Date Modified State Funding 10224931AM Date Federal 1 d1	Change Log Bource Total In F \$0 yes	Financiata?
Send DOI Manage Arcellary Reviews Manage Arcellary Reviews Manage Relationships Manage Relationships Manage Tags Control Agtement Add Attachments Copy Control Agtement Export Budget Export Budget Manage Arcens	Del	ey Denvers Analysis (a) (a) (a) (b) (b) (b) (b) (b) (b) (b) (b) (b) (b	new forwards and the server Nors Related Projects Date ModRed State Funding 110204.931.4M Date Federar 11021.91.5	Change Log Source Total In F \$0 yes	Financials?

Navigate to the Proposal Workspace. You will automatically be brought to the Workspace when you click Finish on the Proposal SmartForm.

On the Proposal Workspace, under the Budgets tab, click the budget name to display the Budget Workspace.

	0.5.1	ationa	i mouu	ates of	ilean						_		
t Steps	Sponsor:	Sponsor: U.S. National Institutes of Health (NIH)			U.S. National Institutes of Health (NIH) Grand Total			Frand Total:			\$0		
Edit Budget	PI:		Jai	ime Petrasek				Budget	Type:				Feder
	Funding Propo	osal:	tes	a				Subaw	ard Count:			0	
rinter Version													
reate Subaward	Financials	Subaward	Documents	Snapshots	History								
uste Cost Share	Current All-Per	riod Totals						Period 1	Period 2	Period 3	Period 4	Period 5 Cu	umulativ
e cost share	Personnel:							\$0	\$0	\$0	\$0	\$0	S
WV.	Salaries:							\$0	\$0	\$0	\$0	\$0	\$
	Benefits:							\$0	\$0	\$0	\$0	\$0	S
eral Comments	General:							\$0	\$0	\$0	\$0	\$0	S
udaet	Travel:							\$0	\$0	\$0	\$0	\$0	S
-	Animal Costs							\$0	\$0	\$0	\$0	\$0	S
/ Tags	Animal Order	ring:						\$0	\$0	\$0	\$0	\$0	\$/
	Animal Maint	tenance:						\$0	\$0	\$0	\$0	\$0	\$0
	Trainee:							\$0	\$0	\$0	\$0	\$0	SC

On the Budget Workspace, click the Edit Budget button.

Complete the Budget SmartForm tabs. When finished with each section, click Continue to navigate through the rest of the SmartForm pages. Click Save if you'd like to return to the budget at another time.



The Budget SmartForm in RUVA includes help text intended to aid the user answering the questions. Click on the Help icons throughout the Budget SmartForm for additional background information, terms, and detailed instructions.

General Budget Information Tab

liting: BU0	016980	l .				
eneral Budg	jet Infor	mation				
. * Budget title:	0					
U.S. National Inst	tutes of Health	(NIH)				
* Dringing Inve	ation tax for	éhin hudané.				
. * Principal Inve	stigator for	this budget:				
Jaime Petrasek		-				
. * Does this bud	lget use the	standard F&/	A cost base and	rates? 😮		
Yes O No C Standard F&A	ost base ar	nd rates				
Yes O No C Standard F&A	ost base ar	nd rates	2	3	4	
Yes No C Standard F&A	cost base ar Period Start:	1d rates	2 9/1/2026	3 9/1/2027	4 9/1/2028	9/1/202
Yes O No C Standard F&A F&A Cost Base	cost base ar Period Start: End:	1d rates 9/1/2025 8/31/2026	2 9/1/2026 8/31/2027	3 9/1/2027 8/31/2028	4 9/1/2028 8/31/2029	9/1/2029 8/31/2030

- **1.** Budget title: Edit the display name of the budget to better identify the sponsor or the budget's content if necessary. (Example: an internal subproject title should be edited to reflect the receiving department name.)
- 2. Principal Investigator for this budget: This drop-down list contains only the names of those identified as a PI or Co-PI on the proposal. Update as necessary.
- **3.** Does this budget use the standard F&A cost base and rates? The system determines the standard F&A (indirect) cost base and rates from setup selection, sponsor, instrument type, purpose of the project, and budget period dates.

If the answer to question 3 is YES, the Standard F&A cost base and rate displays in the table; see below:

Standard F&A cost base and rates								
	Period	1	2	3	4	5		
	Start:	9/1/2025	9/1/2026	9/1/2027	9/1/2028	9/1/2029		
F&A Cost Base	End:	8/31/2026	8/31/2027	8/31/2028	8/31/2029	8/31/2030		
MTDC	Rate:	61.5%	61.5%	61.5%	61.5%	61.5%		

If the answer to question 3 is NO, a second Non-standard F&A cost base and rates table will appear so users can specify a different cost rate (if appropriate and allowable):

on-standard r dA co	St Duse un	d Tutes					
	Period	014120225	2	3	4	5	
- &A Cost Base	End:	8/31/2026	8/31/2027	8/31/2028	8/31/2029	8/31/2029	
MTDC 💌	Rate:						Clear

When entering rates, enter the value in the first field and use the small blue arrow to duplicate the value across all budget periods. Select TDC or MTDC as the F&A cost base.

 TDC – Total Direct Cost: The base to which F&A (indirect cost) rates are applied without any exclusions. [applicable to any non-federal project for which the sponsor has no published F&A rate policy] MTDC – Modified Total Direct Cost: The federally-mandated base to which F&A (indirect cost)
rates are applied that excludes equipment, capital expenditures, charges for patient care, rental
costs, tuition remission, scholarships and fellowships, participant support costs, and the portion
of each subaward in excess of \$25,000. [applicable only to federal or federal flow-through
projects]

While additional F&A cost base options appear in the system for selection, only TDC and MTDC should be selected for a proposal budget.



RUVA does not allow a user to enter a set indirect cost "budget dollar value." If the proposal limits the indirect costs to a specific dollar value, calculate the necessary percentage to recover all costs and enter the relevant percentage.

4. Will you require deta	iled budget tab	les for this budget submission?
* Travel: 		
5. Include in consolida O Yes O No <u>Clear</u>	ted budgets? 🚱)
6. Salary cap: 👔		
\$221,900.00		
7. Apply inflation rate t	o personnel cos	sts? 😧
8. Enter inflation rates:	Inflation Rate	Inflate Period 1
Personnel Cost:	0 %	
Trainee:	0 %	
General Cost:	0 %	

- **4.** Will you require detailed budget tables for this budget submission? Click Yes if you need a detailed Travel budget (type of trip, # of trips, # of people). Click No if you will enter Travel costs as a line item on the General Costs page.
- 5. Include in consolidated budgets? This question is asked because some projects contain multiple separate budgets that make up one total project budget. These separate budgets may be created to account for cost share, a subaward to an outside institution, a budget to a collaborating center/department/school at UVA, etc. The totals of all budgets (except cost share budgets) get rolled up into one total per cost type on the SF424 budget.
 - If Yes, the budget will be included in the total proposal budget displayed in the Financials tab of the Proposal Workspace.
 - If No, the budget will be excluded from the total proposal budget displayed in the Financials tab of the Proposal Workspace. Select No if this is a draft budget that will not be used on the final proposal or if this is a cost share budget.
- 6. Salary Cap: This field may be automatically populated with the sponsor's salary cap. You can override the default salary cap by typing a new amount. Follow sponsor guidelines for salary caps. Salary cap overages do not need a cost share budget unless they are being reported to the sponsor as part of mandatory cost share.

- 7. Apply inflation rate to personnel costs? Defaults to "Yes." Update as necessary. Note that if you intend to apply inflation to salary costs for individuals at the salary cap, you will need to remove the Salary Cap otherwise, no inflation will occur in out-years.
- 8. Enter inflation rates: Update as necessary and appropriate based on the sponsor guidelines and your Submitting School's internal policies. Click the Inflate Period 1 box to apply the inflation rate to Period 1; otherwise, inflation will start with Period 2.

Personnel Cost Definition Tab

On this tab, you will be able to add personnel to the budget. The personnel cost tables tab consists of two pages. The first page, Personnel Cost Definition, is for adding personnel that will add cost to the budget. The second page, Add Personnel Costs, is for entering/updating dollar amounts, fringe benefit types, roles (if needed), appointment types (if needed), and inflation rate information (yes or no).



Personnel Cost Definiti	on ø		
Go to additional personnel on funding propo	sai		
+ Add			
Staff Member	Appointment	Role	Is Key
There are no items to display			

Complete the list of personnel by completing one of the following tasks:

- 1. Click the Import Proposal Personnel button to import the PI and all other institutional personnel listed on the Proposal SmartForm Personnel Tab. This action can only be completed once. If you need to add a person after you have run the import, you will manually add them using the "Add" button and then select their name from the dropdown.
 - Click Update by each of the imported staff member names to complete the additionally required details. Remember to double check the loaded base salary (#4) and to choose the correct appointment type (#3) and fringe benefit budget category (#6). If you are adding TBD personnel, you are required to specify their Role on the project (#2), their correct appointment type (#3), and the appropriate fringe benefit/Workday Personnel Budget Category (#6).
 - 2. Click OK to return to the Personnel Cost Definition Tab.

0R...

 Click + Add button under Personnel costs. If the named personnel were correctly added to the Proposal SmartForm on the Personnel Tab, their names will be available to select in the dropdown menu (#1). You will also be able to add TBD personnel via the dropdown. If you did not add named personnel to the Proposal SmartForm on the Personnel Tab, you will not be able to add them here, and you should exit and return to the Proposal SmartForm on the Personnel Tab to add the named personnel you need to budget for on the proposal. Once they are added there, you will be able to add them to the budget.

- 1. Remember to double check the loaded base salary (#4) and to choose the correct appointment type (#3) and fringe benefit budget category (#6). If you are adding TBD personnel, you are required to specify their Role on the project (#2), their correct appointment type (#3), and the appropriate fringe benefit/Workday Personnel Budget Category (#6).
- 2. Click OK to return to the Personnel Cost Definition Tab.

General Notes on Fringe Benefit Rates:
The University has published Fringe Benefit Rates that should be used for all budgeting purposes. The current and past rates can be found <u>here</u> .
If there are still questions about which Fringe Benefit Rate to use, please reach out to either your assigned OSP Pre-Award Senior Administrator or your Signing/Submitting School Official(s).



If needed, click the **Go to additional personnel on funding proposal** link to jump to the Personnel page of the Proposal SmartForm to add personnel; repeat the above steps as necessary to complete the Personnel Costs section.

Per	sonnel C	Cost Definition 🛛				
Go to	additional perso	nnel on funding proposal				
1.	Personnel co	sts: 🕢				
	+ Add					
		Staff Member	Appointment	Role	Is Key	
	ピ Update	Jaime Petrasek	12 months	PD/PI	yes	0
	ピ Update	Cecelia Cropley	12 months	Faculty	yes	0

When complete, each row of the table reflects the Appointment duration, Role, and whether the individual is Senior/Key Personnel.

Personnel Costs Tab

This page consists of a Budget Summary table and a Personnel Costs table that contains a row for everyone listed on the prior page. The budget summary table will show \$0 in each row until edits are made via the Show Effort button.

Personnel Co	sts					
P 9 8/3	eriod 1 /1/2025 31/2026	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028	Period 4 9/1/2028 8/31/2029	Period 5 9/1/2029 8/31/2030	Budget Totals
Personnel Total: Direct Total: Indirect Total: Grand Total:	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00
Personnel Costs						
Show Effort		Period 1 9/1/2025 8/31/2026	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028	Period 4 9/1/2028 8/31/2029	Period 8 9/1/2029 8/31/2030
Person: Jaime Petrasek Role: PD/PI	Salary: Benefits: Total:	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Person: Cecelia Cropley Role: Faculty	Salary: Benefits: Total:	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Salary Cost Total: Benefits Cost Total: Personnel Cost Total:		\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00

Click the Show Effort button to display additional fields used to indicate the percentage of effort each person will contribute to the project and the percentage of the base salary required.

8/	Period 1 9/1/2025 31/2026	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028	Period 4 9/1/2028 8/31/2029	Period 5 9/1/2029 8/31/2030	Budget Totals
Versonnel Total: Direct Total: ndirect Total: Grand Total:	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00
ersonnel Costs						
Show Totals		9/1/2025 8/31/2026	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028	Period 4 9/1/2028 8/31/2029	9/1/202 8/31/203
	Effort:	5 % 🕑	5 % 🖲	5 % 🕨	5 % 🖻	5
Person: Jaime Petrasek Role: PD/PI	Sal Req:	5 % 🕑	5 % 🗈	5 % 🗈	5 % 🕨	0
	FB Rate:	38.6 % 🕨	38.6 % 🗈	38.6 % 🗈	38.6 % 🕨	38.6
	Base:	50000 🕑	50000 🕑	50000 🕑	50000 🕑	50000
	Effort:	10 % 🕑	8 % 🖻	8 % 🕨	8 % 🖻	25
erson: Cecelia Cropley	Sal Req:	10 % 🖻	8 % 🖻	8 % 🕨	8 % >	0
ole: Faculty	FB Rate:	38.6 % 🕑	38.6 % 🕑	38.6 % 🕑	38.6 % 🕨	38.6
	Base:	50000 🕑	50000 🕑	50000 🕑	50000 🕑	50000
alary Cost Total: enefits Cost Total:		\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.0 \$0.0

Enter the applicable Effort and Salary Requested (Sal Req) percentages and modify the Fringe Benefits Rate if necessary. Note that the Fringe Benefit rate is determined by the HR title and maps from Workday. It's good practice to double check the fringe benefit rate on this page to ensure the correct rate is being applied. If you expect these values to remain consistent across all periods, click the small arrows to copy the values to the subsequent periods.

Repeat this process for all salaried personnel. When complete, click Save to update the totals fields in both the Budget Summary and Personnel Costs tables.

8/	0/1/2025 31/2026	9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028	Period 4 9/1/2028 8/31/2029	Period 5 9/1/2029 8/31/2030	Budget Totals
Personnel Total: Direct Total: Indirect Total: Grand Total:	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00
ersonnel Costs	1				,	
Show Totals		Period 1 9/1/2025 8/31/2026	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028	Period 4 9/1/2028 8/31/2029	Period 9/1/202 8/31/203
	Effort:	5 % 🖻	5 % 🕑	5 % 🕑	5 % 🖻	5
Person: Jaime Petrasek Role: PD/PI	Sal Req:	5 % 🖻	5 % 🕑	5 % 🖻	5 % 🖻	0
	FB Rate:	38.6 % 🕑	38.6 % 🕑	38.6 % 🗈	38.6 % 🕑	38.6
	Base:	50000 🗈	50000 💿	50000 🖻	50000 🕑	50000
	Effort:	10 % 🖻	8 % 🖻	8 % 🖻	8 % >	25
Person: Cecelia Cropley	Sal Req:	10 % 🕑	8 % 🖻	8 % 🖻	8 % 🕨	0
Role: Faculty	FB Rate:	38.6 % 🖻	38.6 % 🗈	38.6 % 🖻	38.6 % 🖻	38.6
	Base:	50000 🕑	50000 🕑	50000 🕑	50000 🕑	50000
Salary Cost Total: Benefits Cost Total:		\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.0 \$0.0 \$0.0

Click Show Totals to toggle back and forth between viewing effort and dollar amounts:

sudget Summary	Deried 1	Period 2	Period 2	Period 4	Darlad E	
9/1/2025 8/31/2026		9/1/2026 8/31/2027	9/1/2027 8/31/2028	9/1/2028 8/31/2029	9/1/2029 8/31/2030	Budget Totals
Personnel Total: \$10 Direct Total: \$10 Indirect Total: Grand Total: \$10	0,395.00 0,395.00 \$0.00 0,395.00	\$9,009.00 \$9,009.00 \$0.00 \$9,009.00	\$9,009.00 \$9,009.00 \$0.00 \$9,009.00	\$9,009.00 \$9,009.00 \$0.00 \$9,009.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$37,422.00 \$37,422.00 \$0.00 \$37,422.00
ersonnel Costs					· · · · · · · · · · · · · · · · · · ·	
Show Effort		Period 1 9/1/2025 8/31/2026	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028	Period 4 9/1/2028 8/31/2029	Period 9/1/202 8/31/203
Person: Jaime Petrasek Role: PD/Pl	Salary: Benefits: Total:	\$2,500.00 \$965.00 \$3,465.00	\$2,500.00 \$965.00 \$3,465.00	\$2,500.00 \$965.00 \$3,465.00	\$2,500.00 \$965.00 \$3,465.00	\$0.0 \$0.0 \$0.0
Person: Cecelia Cropley Role: Faculty Total:		\$5,000.00 \$1,930.00 \$6,930.00	\$4,000.00 \$1,544.00 \$5,544.00	\$4,000.00 \$1,544.00 \$5,544.00	\$4,000.00 \$1,544.00 \$5,544.00	\$0.0 \$0.0 \$0.0
Salary Cost Total: Benefits Cost Total: Personnel Cost Total:		\$7,500.00 \$2,895.00 \$10,395.00	\$6,500.00 \$2,509.00 \$9,009.00	\$6,500.00 \$2,509.00 \$9,009.00	\$6,500.00 \$2,509.00 \$9,009.00	\$0.0 \$0.0 \$0.0 \$0.0

The amounts shown in the Show Totals table have been calculated using the following formulas:

- Base salary: defined for each person on the Personnel Cost Definition page
 - Salary = Base * Sal Req %
 - Benefits = Base * Sal Req % * FB Rate %

General Notes on Salary/Effort COST SHARE:

The Effort percentage reflects the effort for each person in the period and does not impact the calculations on the table. However, if your effort % is greater than the salary % on the Show Totals table, you will be prompted and required to create a cost share budget on the Budget Workspace.

If the base salary is greater than the salary cap amount, calculations will be based off the salary cap amount listed on the General Budget Information tab (#6). You will be prompted to create a cost share budget on the Budget Workspace, however, UVA does not require cost share budgets to be created for salary cap overage alone.

If you have salary cap overage plus additional cost share needs, you will be required to
execute the additional cost share budget activity from the Funding Proposal
Workspace.

Travel Cost Definition Tab

This page appears if you entered Yes to Question 4 (Will you require detailed budget tables for this budget submission?) on the General Budget Information page. Like the Personnel Costs section, the Travel Cost tables consist of two pages. The first page, Travel Cost Definition, is for adding and entering costs. The second page, Travel Costs, is for entering amounts.

CRSITY GINIA	Add Travel Cost
You Are Here: Dist > D.S. National Inst Editing: BU00016980	1. * Description:
Travel Cost Definition 1. Travel costs: + Add	
Description of Travel There are no items to display	2. Is foreign travel? O Yes O No <u>Clear</u>
	3. Base cost: \$0.00

Travel Costs – Click the Add button to add new travel costs and repeat as necessary.

In the Add Travel Cost window, answer the following questions:

- 1. Description Description of travel event
- 2. Is foreign travel? Answer Yes or No
- 3. Base cost Enter the travel cost

When complete, click OK or OK and Add Another

1. Travel costs:	
+ Add	
Description of Travel Is Fore	n Travel Base Cost
Travel to Proposal Development Conference no	\$4,000.00

Travel Costs Tab

This page consists of a Budget Summary table and a Travel Costs table that contains a row for each travel line item listed on the prior page.

Period 1 9/1/2025 Period 1 9/1 B/31/2026 8/31 Travel Total: \$0.00 Direct Total: \$10,355.00 Grand Total: \$30,050.00 Grand Total: \$10,355.00		Period 2 Period 3 9/1/2026 9/1/2027 3/31/2027 8/31/2028	Period 3 9/1/2027 8/31/2028	Period 4 9/1/2028 8/31/2029	Period 5 9/1/2029 8/31/2030	Budget Totals			
		\$0.00 9,009.00 \$0.00 9,009.00	\$0.00 \$9,009.00 \$0.00 \$9,009.00	\$0.00 \$9,009.00 \$0.00 \$9,009.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$37,422.00 \$0.00 \$37,422.00			
Travel Costs				· · · · · · · · · · · · · · · · · · ·					
Show Quantity				Period 1 9/1/2025 8/31/2026	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028	Perio 9/1/2 8/31/2	od 4 028 029	Period 5 9/1/2029 8/31/2030
Description: Trav	n: Travel to Proposal Development Total Unit C Total:		Total Ur Unit Cos Total:	nits: 0 st w/Inf: \$4,000.00 \$0.00	0 \$4,000.00 \$0.00	0 \$4,000.00 \$0.00	\$4,000	0 0.00 0.00	0 \$4,000.00 \$0.00
Domestic Travel Foreign Travel To Travel Cost Total:	Total: tal:			\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$(\$(\$(0.00 0.00 0.00	\$0.00 \$0.00 \$0.00

Click the Show Quantity button to display additional fields used to indicate the number of trips and number of people per trip.

Budget Summ	ary										
	Period 1 9/1/2025 8/31/2026	8/	Period 2 0/1/2026 31/2027		Period 9/1/202 8/31/202	3 17 18	Period 4 9/1/2028 8/31/2029	Period 5 9/1/2029 8/31/2030	Budget Totals		
Travel Total: Direct Total: Indirect Total: Grand Total:	\$0.00 \$10,395.00 \$0.00 \$10,395.00	55	\$0.00 0,009.00 \$0.00 0,009.00		\$0.0 \$9,009.0 \$0.0 \$9,009.0		\$0.00 \$9,009.00 \$0.00 \$9,009.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$37,422.00 \$0.00 \$37,422.00		
Travel Costs											
	Show Totals				Perio 9/1/20 8/31/20	d 1)25)26	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028	Pe 9/* 8/3*	riod 4 /2028 /2029	Period 5 9/1/2029 8/31/2030
Description: Trav	ol to Droposal D	louelonmont	# Trips:		2	Þ	2 🕨	2 0		2 🕑	2
Description. Hav	er to Proposar D	evelopment	# People	e per Trip	: 2	€	2 🕨	2		2 🕨	2
Domestic Travel Foreign Travel To Travel Cost Total	Total: otal: :				\$0. \$0. \$0.	.00 .00 .00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00		\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00

Enter the applicable # Trips and # People per Trip as necessary. If you expect these values to remain consistent across all periods, click the small arrows to copy the values to the subsequent periods. Repeat this process for all travel costs. When complete, click the Save to update the totals fields in both the Budget Summary and Travel Costs tables:

	Period 1 9/1/2025 8/31/2026	8	Period 2 9/1/2026 31/2027	Period 3 9/1/2027 8/31/2028	Period 4 9/1/2028 8/31/2029	Period 5 9/1/2029 8/31/2030	Budget Totals	
Travel Total: Direct Total: Indirect Total: Grand Total:	\$16,000.00 \$20,395.00 \$0.00 \$26,395.00	\$1 \$2 \$2	5,000.00 5,009.00 \$0.00 5,009.00	\$16,000.00 \$25,009.00 \$0.00 \$25,009.00	\$16,000.00 \$25,009.00 \$0.00 \$25,009.00	\$16,000.00 \$10,000.00 \$0.00 \$16,000.00	\$80,000.00 \$117,422.00 \$0.00 \$117,422.00	
Travel Costs	Show Quantity			Period 1 9/1/2025 8/31/2026	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028	Period 4 9/1/2028 8/31/2029	Period 9/1/202 8/31/203
Description: Trav	vel to Proposal D	evelopment	Total Ur Onit Co Total:	hits: 4 54,000.00 \$16,000.00	4 34,000.00 \$16,000.00	4 34,000.00 \$16,000.00	4 34,000.00 \$16,000.00	\$4,000.0 \$16,000.0
Domestic Travel Foreign Travel To Travel Cost Total	Total: otal:			\$16,000.00 \$0.00 \$16,000.00	\$16,000.00 \$0.00 \$16,000.00	\$16,000.00 \$0.00 \$16,000.00	\$16,000.00 \$0.00 \$16,000.00	\$16,000.0 \$0.0 \$16,000.0
Travel Cost Total	:			\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.0

Trainee Cost Definitions Tab



This page appears on all budgets. Only use this page if appropriate for your proposal and allowed by the funding opportunity and sponsor guidelines that guide your submission. This tab should not be used for graduate students/post docs or human subject participants on a standard proposal.

Like the previous sections in the Budget, the Trainee Cost tables consist of two pages. The first page, Trainee Cost Definition, is for adding and entering costs. The second page, Trainee Costs, is for entering amounts.

RSITY SINIA	Add Trainee Cost
You Are Here: ≧ test > ≧ U.S. National Ins Editing: BU00016980	1. * Role:
Trainee Cost Definition	2. Tuition/Fees/Insurance: \$0.00
1. Trainee costs:	3. Stipends: \$0.00
Role Pe There are no items to display	4. Subsistence: \$0.00
	5. Travel: \$0.00
	6. Other:

Trainee Costs – Click the Add button to add new trainee costs for each trainee role/level and repeat as necessary.

In the Add Trainee Cost window, answer the following questions, using your funding opportunity announcement and sponsor guidelines:

- 1. Enter the role using the drop-down
- 2. Tuition/Fees/Insurance
- 3. Stipends
- 4. Subsistence (Subsistence costs are general living expenses such as housing [rent or mortgage payment], food, and local transportation)
- 5. Travel
- 6. Other (Fees such as registration fees, laboratory fees, and passport or visa fees, materials and supplies, other check the sponsor guidelines for more information)

INIA	Edit Trainee Cost	
You Are Here: 🚔 test > 🚔 U.S. National Inst	1. * Role:	
Editing: BI100016980	Post Doc	٠
Earning. D000010500	2. Tuition/Fees/Insurance:	
Trainee Cost Definition	\$12,000.00	
1. Trainee costs:	3. Stipends:	
+ Add	\$20,000.00	
Role	4. Subsistence:	
Le Update POSt Doc	\$2,000.00	
	5. Travel:	
	\$2,000.00	
	6. Other:	
	\$1,000.00	

When complete, click OK or OK and Add Another.

Tra	inee Cos	t Definition		
1.	Trainee costs	:		
	+ Add			
		Role	Per Person Cost Total	
	🗹 Update	Post Doc	\$37,000.00	0

Trainee Costs Tab

This page consists of a Budget Summary table and a Trainee Costs table that contains a row for each trainee expense line item listed on the prior page.

	Period 1 9/1/2025 8/31/2026	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028	Period 4 9/1/2028 8/31/2029	Period 5 9/1/2029 8/31/2030	Budget Totals
Trainee Total: Direct Total: Indirect Total: Grand Total:	\$0.00 \$10,395.00 \$0.00 \$10,395.00	\$0.00 \$9,009.00 \$0.00 \$9,009.00	\$0.00 \$9,009.00 \$0.00 \$9,009.00	\$0.00 \$9,009.00 \$0.00 \$9,009.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$37,422.00 \$0.00 \$37,422.00
Show Quantity		Period 1 9/1/2025 8/31/2026	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028	Period 4 9/1/2028 8/31/2029	Period 5 9/1/2029 8/31/2030
Role: Post Doc	Tuition/Fees: Stipends: Subsistence: Travel: Other: Total:	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
Trainee Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Click the Show Quantity button to display additional fields used to indicate the number of trainees for each trainee role/level.

	Period 1 9/1/2025 8/31/2026	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028	Peri 9/1/ 8/31/	od 4 2028 2029	Period 9/1/202 8/31/203	5 89 Budget Totals
Trainee Total: Direct Total: Indirect Total: Grand Total:	\$0.00 \$10,395.00 \$0.00 \$10,395.00	\$0.00 \$9,009.00 \$0.00 \$9,009.00	\$0.00 \$9,009.00 \$0.00 \$9,009.00	\$9,00 \$9,00 \$9,00	0.00 99.00 0.00 99.00	\$0.0 \$0.0 \$0.0 \$0.0	00 \$0.00 00 \$37,422.00 00 \$37,422.00 00 \$37,422.00
Trainee Costs Show Totals		Period 1 9/1/2025 8/31/2026	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028		Period 4 9/1/2028 8/31/2029	Period 5 9/1/2029 8/31/2030
Role: Post Doc	# Trainees:	2 🛛	2 🕑	2		2 🕑	2
rainee Total:		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
1. Trainee co	osts notes:						

Enter the applicable # Trainees as necessary. If you expect these values to remain consistent across all periods, click the small arrows to copy the values to the subsequent periods. Repeat this process for all trainee costs. When complete, click Save to update the totals fields in both the Budget Summary and Trainee Costs tables.

	8/31/2026	8/31/2027	8/31/2028	9/1/2028 8/31/2029	9/1/2029 8/31/2030	Budget Totals
Trainee Total: Direct Iotal: Indirect Total: Grand Total:	\$74,000.00 \$84,395.00 \$0.00 \$84,395.00	\$74,000.00 \$83,009.00 \$0.00 \$83,009.00	\$74,000.00 \$83,009.00 \$0.00 \$83,009.00	\$74,000.00 \$83,009.00 \$0.00 \$83,009.00	\$74,000.00 \$74,000.00 \$0.00 \$74,000.00	\$370,000.00 \$407,422.00 \$0.00 \$407,422.00
Show Quantity		Period 1 9/1/2025 8/31/2026	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028	Period 4 9/1/2028 8/31/2029	Period 9/1/202 8/31/203
Role: Post Doc	Tuition/Fees: Stipends: Subsistence: Travel: Other: Total:	\$24,000.00 \$40,000.00 \$4,000.00 \$4,000.00 \$2,000.00 \$74,000.00	\$24,000.00 \$40,000.00 \$4,000.00 \$4,000.00 \$2,000.00 \$74,000.00	\$24,000.00 \$40,000.00 \$4,000.00 \$4,000.00 \$2,000.00 \$74,000.00	\$24,000.00 \$40,000.00 \$4,000.00 \$4,000.00 \$2,000.00 \$74,000.00	\$24,000.0 \$40,000.0 \$4,000.0 \$4,000.0 \$2,000.0 \$74,000.0
Trainee Total:		\$74,000.00	\$74,000.00	\$74,000.00	\$74,000.00	\$74,000.0

General Cost Definition Tab

On this page you'll enter line items for cost categories not entered on the preceding budget tables Similar to the previous sections in the Budget, the General Cost tables consist of two pages. The first page, General Cost Definition, is for adding and entering costs. The second page, General Costs, is for entering amounts.

ERSITY GINIA	Add General Cost
You Are Here: in test > in U.S. National Inst Editing: BU00016980 General Cost Definition 1. General costs: i + Add Cost Type There are no items to display	1. * General cost type:
	O Yes O No <u>Clear</u>

In the Add General Cost window, answer the following questions:

- 1. General cost type Select from the drop-down list (Note that the same Cost Type can be selected multiple times)
- 2. Cost Enter the dollar amount per period
- 3. Description Enter additional information about the cost type
- 4. Apply inflation? Answer Yes or No. By answering no, the amounts will be editable on the next page. If answering Yes, this will apply inflation rate applied from general information tab (even 0%) and outyear budget amounts won't be editable
- Include in indirect calculations? Answer Yes or No. This question only displays certain cost types. Do not change default answer unless sponsor solicitation/guidelines specifically require change. Default answers are driven by indirect cost base.



If you entered Yes to Question 4 (Will you require detailed budget tables for this budget submission?) on the General Budget Information page, you will not see the option to choose travel from the dropdown in the General Cost window.

RSITY SINIA	Add General Cost
You Are Here: 🕋 test > 😭 U.S. National Inst Editing: BU00016980	1. * General cost type: Other v
General Cost Definition 1. General costs:	2. Cost: 2000 3. Description:
+ Add Cost Type There are no items to display	supply kits for project
	4. Apply inflation?

When complete, click OK or OK and Add Another.

Gen	eral Cos	t Definition			
1. 0	Seneral costs	:			
	+ Add				
		Cost Type	Description	Cost	
	Update	Other	supply kits for project	\$2,000.00	0

General Costs Tab

This page consists of a Budget Summary table and a General Costs table that contains a row for each cost type listed on the prior page.

General Costs

Budget Summ	hary							
	Period 1 9/1/2025 8/31/2026	Period 2 9/1/2026 8/31/2027	Period 9/1/202 8/31/202	3 Per 7 9/1/ 8 8/31/	iod 4 2028 2029	P 9 8/3	eriod 5 /1/2029 31/2030	Budget To
General Total: Direct Total: Indirect Total: Grand Total:	\$3,800.00 \$88,195.00 \$39,480.00 \$127,675.00	\$3,854.00 \$86,863.00 \$38,661.00 \$125,524.00	\$3,910.0 \$86,919.0 \$38,695.0 \$125,614.0	0 \$3,90 0 \$86,97 0 \$38,73 0 \$125,70	67.00 76.00 30.00 06.00	\$4 \$78 \$33 \$111	,026.00 ,026.00 ,226.00 ,252.00	\$19,557 \$426,979 \$188,792 \$615,771
General Costs	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							
Sa	ave	Period 1 9/1/2025 8/31/2026	Period 2 9/1/2026 8/31/2027	Period 3 9/1/2027 8/31/2028		Period 4 9/1/2028 8/31/2029		Period 5 9/1/2029 3/31/2030
Cost Type: Mate Descriptionapro	rials and Supplies ہر	\$1,000.00	\$1,030.00	\$1,061.00		\$1,093.00	:	\$1,126.00
Cost Type: Othe Description:sup	r oly kits for project	\$2,000.00	\$2,000.00	\$2,000.00		\$2,000.00	S	2,000.00
Cost Type: Publi Description:	cation Costs	\$800.00	\$824.00	\$849.00		\$874.00		\$900.00
General Cost To	tal:	\$3,800.00	\$3,854.00	\$3 910 00		\$3 967 00		\$4 026 00

1. General costs other notes:

Notice that the costs with inflation factored in are automatically promoted across all budget periods.

Click the hyperlink associated with each Cost Type to edit the Cost Type and the associated details listed for each Cost Type.

Click the Save button within the General Costs table after you have completed your edits.

Enter any notes about the general costs in Question 1 and click Continue.



The general cost dollar amounts shown below (Cost Type "Other") are editable because the "Apply inflation?" question in the Add General Cost window was answered as "no."

F&A Costs Override Tab



This page reports the F&A cost base standard being used to calculate the F&A amount for this budget and if applicable, any overrides. <u>Only Specialists in your School's Pre-Award office or OSP can change these</u> <u>settings</u>. Use the Send Email function described later in this guide to request an appropriate and allowable FA override.

Attachments Tab

Do not attach any documents to this page. Attach any supporting budget documentation to the proposal "Add Attachments" activity. When complete, click the Finish button. You are returned to the Budget Workspace.

avt Stane	Sponsor			ILC Notices	I lead to be a fill				Grand 1	lotal:		0045 T
xt Steps	aponaor.			U.S. Nationa	i institutes of H	eaith (NIH)			Grand	-		\$015,7
Edit Budget	PI:			Jaime Petras	iek				Budget	Type:		Fede
-	Funding Propos	sal:		test					Subawa	rd Count:		
Printer Version	This budget has	a salary overage	of \$15,000.00. U	se the Create Cos	st Share creato	to properly capture these costs.						
Create Subaward	Financials	Subaward	Documents	Snapshots	History							
Create Cost Share	Current All-Perio	od Totals					Period 1	Period 2	Period 3	Period 4	Period 5	Cumulativ
tala 1.0 mm	Personnel:						\$10,395	\$9,009	\$9,009	\$9,009	\$0	\$37,42
лаке А Сору	Salaries:						\$7,500	\$6,500	\$6,500	\$6,500	\$0	\$27,00
og General Comments	Benefits:						\$2,895	\$2,509	\$2,509	\$2,509	\$0	\$10,42
voort Burlaat	General:						\$3,800	\$3,854	\$3,910	\$3,967	\$4,026	\$19,55
.xport buuget	Travel:						\$0	\$0	\$0	\$0	\$0	\$
lanage Tags	Animal Costs:						\$0	\$0	\$0	\$0	\$0	\$
	Animal Orderi	ng:					\$0	\$0	\$0	\$0	\$0	\$
Federal	Animal Mainte	enance:					\$0	\$0	\$0	\$0	\$0	S
	Trainee:						\$74,000	\$74,000	\$74,000	\$74,000	\$74,000	\$370,00
	Patient Care:						\$0	\$0	\$0	\$0	\$0	\$
	Inpatient:						\$0	\$0	\$0	\$0	\$0	S
	Outpatient:						\$0	\$0	\$0	\$0	\$0	S
	Subaward:						\$0	\$0	\$0	\$0	\$0	\$
	0.1 101							0.0			0.0	

On the Budget Workspace, the Financials tab reflects the categories and totals specified on the budget tables. Click the Edit Budget button to make any additional updates.



There is a note about salary overage in the screenshot above because for this example exercise, we chose to cost share salary/effort in the final year of the project. If you do not cost share, you will not see this note on your Budget Workspace.

Creating ADDITIONAL Budgets

Additional budgets may need to be created for the proposal submission. Consider creating additional budgets for the following scenarios:

- Multiple departments or divisions
- Multiple PD/PIs
- Estimate budgets (be careful to select whether to consolidate in financials, and remember to clearly mark a draft budget as a DRAFT)
- Additional sponsor budget requirements (i.e., by fiscal year)

Follow the steps below to create an additional budget:



- 1. Navigate to the Proposal Workspace
- 2. On the Proposal Workspace, click the Create Additional Budget activity
- 3. In the Create Additional Budget window, enter the Budget title and the associated PI Name and click OK clicking OK will open the new additional Budget Workspace
- 4. Complete the pages as necessary, using the same steps outlined above (Completing the Funding Proposal Budget).

Creating a Cost Share Budget

Cost share budgets are necessary to account for project funds that will be covered by UVA instead of the sponsor. Cost share may be required by the sponsor depending on the funding opportunity, and UVA's policy on proposing and managing cost sharing on sponsored programs (FIN-051) should be reviewed and followed. Cost share budgets can only be created after the primary budget associated with the proposal has been created.



In addition to creating a cost share budget, Ancillary Reviews are REQUIRED to capture approval for cost share. Questions regarding who should be assigned to the Ancillary Reviews should be directed to either your assigned OSP Pre-Award Senior Administrator or your Signing/Submitting School Official(s).

Follow the steps below to create a cost share budget:

Draft	test								FP004242	87 Fund	ing Proposal
Next Steps											
Edit Funding Proposal	Proposal I	nformation						Budg	et Information		
	PD/PI:			Jai	ne Petrasek			Startin	g Date:		9/1/2025
Printer Version	Department:			CC	0945 RS-OSP-Ger	neral Administration		Numb	er of Periods:		5
	Specialist:			Jai	ne Petrasek			Total D	lirect:		\$426,979
COI Disclosure Status	Sponsors:			0.5	. National Institute	s of Health (NIH)		Total I	ndirect:		\$188,792
	Sponsor Sub	mission Deadline:		12	1/2024			Total:			\$615,771
A Submit For Department	Internal Subr	mission Deadline:		11/	15/2024						
Review	Certified:			No							
 Certify 	SF424 Link:										
♦ Withdraw Proposal	Prime Spons	or ID		SPN	-04088						
2 Send to COI	Secondary S	ponsor ID									
Manage Ancillary Reviews				<u> </u>							
Create-Update SF424	Draft	Departme	nt Review	Specialist	eview	Sponsor Review	Complete				
% Manage Relationships		Clauth	antian .	Clasifier		\frown					
Manage Tags		Requ	ested	Reques	ted (Changes Required					
Create Agreement											
1 Add Attachments	Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log	Personnel	
đ Copy	Working E	Budgets									
Create Additional Budget	Name				SmartForm	- Date Modifi	d Sta	te Funding Source	Total	In Fine	ancials?
Export Budget	test add	litional budget			(Edit) •	9/20/2024 9:33	AM Dra	aft Federal	\$0	yes	
≰ Send Email	U.S. Na	itional Institutes of Healt	h (NIH)		[Edit] •	9/18/2024 3:17	PM Dra	aft Federal	\$615,7	71 yes	
At Manage Access	-										
Add Comment	2 items					∢ page 1	of 1 🕨				10 / page

Navigate to the Proposal Workspace. On the Proposal Workspace, under the Budgets tab, click the primary budget name to display the Budget Workspace.

Draft	U.S. N	ationa	l Institu	ites of	Healt	h (NIH)		В	U00016	980	Project	Budget
Next Steps	Sponsor:			U.S. National	I Institutes of H	ealth (NIH)			Grand 1	otal:		\$615,771
Erfit Burdmet	PI:			Jaime Petras	ek				Budget	Type:		Federal
Lak budgot	Funding Propo	sal:		test					Subawa	rd Count:		0
Printer Version	This budget has	a salary overage	of \$15,000.00. U	se the Create Cos	st Share creato	to properly capture these costs.						
Create Subaward	Financials	Subaward	Documents	Snapshots	History							
Create Cost Share	Current All-Peri	od Totals					Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Gt. Make & Conv.	Personnel:						\$10,395	\$9,009	\$9,009	\$9,009	\$0	\$37,422
LEI Make A Copy	Salaries:						\$7,500	\$6,500	\$6,500	\$6,500	\$0	\$27,000
C Log General Comments	Benefits:						\$2,895	\$2,509	\$2,509	\$2,509	\$0	\$10,422
Export Burdget	General:						\$3,800	\$3,854	\$3,910	\$3,967	\$4,026	\$19,657
Export budget	Travel:						\$0	\$0	\$0	\$0	\$0	\$0
Manage Tags	Animal Costs:						\$0	\$0	\$0	\$0	\$0	\$0
	Animal Order	ing:					\$0	\$0	\$0	\$0	\$0	\$0
	Animal Mainte	enance:					\$0	\$0	\$0	\$0	\$0	\$0
	Trainee:						\$74,000	\$74,000	\$74,000	\$74,000	\$74,000	\$370,000
	Patient Care:						\$0	\$0	\$0	\$0	\$0	\$0
	Inpatient						\$0	\$0	\$0	\$0	\$0	\$0
	Outpatient:						\$0	\$0	\$0	\$0	\$0	\$0
	Subaward:						\$0	\$0	\$0	\$0	\$0	\$0
	Subaward Dir	rect:					\$0	\$0	\$0	\$0	\$0	\$0

On the Budget Workspace, click the Create Cost Share button; this will automatically open a new cost share budget for editing and completion.

E «	You Are Here: ∰ LIS > & U.S. National Institutes of He > #_Budget Creating New: Budget	Go to forms menu	🕜 Help
	Cost Share Information		
	1. Cost share type: Mandatory Voluntary Committed Third Party in Kind Clear		
	2. Cost share entity:		
	3. Are there any other sources of cost share funding? If yes, add an attachment which summarizes each cost share entity, relative percentages, and do O Yes O No Claut	ollar amounts:	
	🕲 Exit 🖬 Sa	ve Continu	e Ə

Cost Share Information Page:

- 1. **Cost share type:** Select the appropriate type. Cost share types are covered in UVA's policy on proposing and managing cost sharing on sponsored programs (<u>FIN-051</u>).
- 2. Cost Share Entity: Select the entity that will share the cost.
 - a. If the cost share funding source is EXTERNAL to UVA, make sure to choose third-party inkind for question 1 and in the correct external entity in this question (#2).
 - b. If the cost share funding source is INTERNAL to UVA, select the UVA department responsible for the cost share. If more than one UVA department is splitting the cost share, click YES below in question #3 and upload an excel file detailing the cost share split between UVA departments.
- 3. Are there any other sources of cost share funding? If yes, add an attachment which summarizes each cost share entity, relative percentages, and dollar amounts: Enter Yes or No. Note that your attachment should be added on the Attachment page of the Cost Share Budget SmartForm.

🗏 🕞 Validate 🍈 Compare 🛛 🔇	You Are Here: able tost > able Cost Sharing for U.S. National				
General Budget Information	Editing: PU00017161				
Cost Share	Editing: B00001/181		Go to forms menu	🖨 Print 🔻	Help
Information	Concern Budget Information				
General Budget	General Budget information				
Information	1. * Budget title: 😡				
- Financiala	Cost Sharing for U.S. National Institutes of				
• Financiais	ordet oneining for rock, reasonant monarcoal or				
Personnel Costs - Cost Share	2 * Drincinal Investigator for this hudget-				
	2. Principal investigator for an a budget.				
Trainee Cost Definition	Some Langak				
Traine Barts	3. * Does this budget use the standard F&A cost base and rates? 🚱				
Trainee Costs	Yes No Clear				
General Cost					
Definition	Standard F&A cost base and rates				
General Costs	Period 1 2 3 4 5				
FRA Cost Questidos	Et a Cost Base End: 9/12/025 9/12/028 9/12/027 9/12/028 9/12/029 8/12/029 8/12/029				
Pay Cost Overlides	MTDC Rate: 61.5% 61.5% 61.5% 61.5% 61.5%				
+ Attachments					
Attachments					
	4. Will you require detailed budget tables for this budget submission?				
	* Travel: O				
	O Yes ● No Clear				
		0.04	Denn	0	
		CXII	Save	Conunu	

The remaining SmartForm pages of the Cost Share budget are similar to those of the primary budget. See the General Budget Information Page of the How to Complete a Budget section above.



The Budget title for the cost share budget needs to include the worktag for the cost share. Questions regarding worktags should be directed to either your assigned OSP Pre-Award Senior Administrator or your Signing/Submitting School Official(s).

Cost share budgets are displayed under the Budgets tab of the Proposal Workspace:

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related	Projects	Change Log	Personne	1
Working E	udgets										
Name				Sr	martForm 🔹	Date Modified	State	Funding S	ource	Total	In Financials?
Cost Sha	aring for U.S. National I	nstitutes of He	alth (NIH)	[E	dit] • 9/	20/2024 11:08 AM	Draft	Institution (Internal)	\$33,576	no
🗎 test addi	tional budget			[E	dit] = 9/	20/2024 9:32 AM	Draft	Federal		\$0	yes
📔 U.S. Nat	ional Institutes of Healt	n (NIH)		[E	dit] = 9/	(18/2024 3:17 PM	Draft	Federal		\$615,771	yes

Additional Information and Guidance on Cost Share

Remember that cost share for effort (not over the cap salary) is pulled from the Primary Budget based on the effort input.

UVA is not using a Cost Share budget to account for over-the-cap salary. In the Budget Workspace, salary requested that exceeds the salary cap will prompt a reminder to generate a Cost Share budget. This is a RUVA generated reminder and can be ignored, unless over-the cap salary is being reported to the sponsor as part of mandatory cost share (for example, salary requested on an NIH grant when the salary basis exceeds the NIH salary cap).

However, if the proposal is for a sponsor that imposes a salary cap AND there will be salary requested that exceeds that cap AND the proposal includes other cost share items (additional salary, supplies, resources provided, etc.), follow the procedure below to account for the additional cost share. The goal is to account for the additional cost share only and exclude the over-the-cap amount.

- 1. Navigate to the Funding Proposal Workspace. Using the Create Additional Budget activity, create an additional budget for \$0. a. On the General Budget Information page, select NO to exclude this budget in consolidated budgets.
- 2. Navigate to the Budget Workspace for the \$0 budget just created. Using the Create Cost Share activity, create a Cost Share budget associated with the \$0 budget.
- 3. Open and edit the Cost Share budget to include all other cost share associated with the Funding Proposal except for the over-the-cap salary. a. On the General Budget Information page, select whether or not to include this budget in consolidated budgets.
- 4. The Funding Proposal Workspace will now reflect at least 3 budgets:
 - a. A primary budget for all costs associated with the Funding Proposal;
 - b. A \$0 budget; and
 - c. A cost share budget for all cost share items except for over-the-cap salary.

To delete a Cost Share budget that includes over-the-cap salary, open the Cost Share budget workspace. Use the Withdraw activity to withdraw the Cost Share budget.

Creating an External Subaward Budget

Subaward budgets are necessary to account for funds when contracting an external institution for a specific scope of work as part of the research project. Subaward budgets must be added to this section of the proposal budget and not included as "other direct costs" in the main FP budget. Please review the Outgoing Subawards information located <u>here</u>.

Subaward budgets can only be created after the primary budget associated with the proposal has been created. Follow the steps below to create a subaward budget:

Draft	test							FP00424287	Funding Proposal
Next Steps									
Edit Euroding Proposal	Proposal Informa	ation					Budg	et Information	
Controning riopecon	PD/PI:		Jai	me Petrasek			Starti	ng Date:	9/1/2025
Printer Version	Department:		CC	0945 RS-OSP-Ger	neral Administration		Numb	er of Periods:	5
	Specialist:		Jai	me Petrasek			Total	Direct:	\$426,979
COI Disclosure Status	Sponsors:		0.8	 National Institute 	s of Health (NIH)		Total	ndirect:	\$188,792
	Sponsor Submission	Deadline:	12/	1/2024			Total:		\$615,771
 Submit For Department 	Internal Submission	Deadline:	11/	15/2024					
- Contine	Certified:		No						
• Centry	SF424 Link:			0.000					
 Withdraw Proposal 	Prime Sponsor ID		SPN	1-04088					
C Send to COI	secondary sponsor	D							
Manage Ancillary Reviews									
Create-Update SF424	Draft	Department Review	Specialist I	teview	Sponsor Review	Complete			
% Manage Relationships		Clarification	Clarifica	tion	\frown				
Manage Tags		Requested	Reques	ted) (Changes Required				
Create Agreement									
2 Add Attachments	Budgets SF42	4 Summary Histo	ry Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log I	ersonnel
đ Copy	Working Budget	s							
Create Additional Budget	Name			SmartForm	- Date Modifie	ed Stat	te Funding Source	Total	In Financials?
Export Budget	test additional b	udget		(Edit) =	9/20/2024 9:32	AM Dra	ft Federal	\$0	yes
🖪 Send Email	U.S. National In	stitutes of Health (NIH)		(EdR) •	9/18/2024 3:17	PM Dra	ft Federal	\$615,771	yes
Access Manage Access									
Add Comment	2 items				e page 1	of 1 >			10 / page

Navigate to the Proposal Workspace. On the Proposal Workspace, under the Budgets tab, click the primary budget name to display the Budget Workspace.

Draft	U.S. N	ationa	al Instit	utes of	Healt	th (NIH)		В	U00016	980	Project	Budget
Next Steps	Sponsor:		U.S. National Institu	tes of Health (NIH	0	Grand Total:						\$615,77
Edit Budaat	PI:		Jaime Petrasek			Budget Type:						Federa
Luit buoget	Funding Propo	sal:	test			Subaward Count:						
Printer Version						Cost Share Budget:		Cost Shar	ing for U.S.	National In	istitutes of	Health (NIH
Create Subaward	Financials	Subaward	Documents	Snapshots	History							
] Make A Copy	Current All-Peri	iod Totals					Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Log General Comments	Personnel:						\$10,395	\$9,009	\$9,009	\$9,009	\$0	\$37,422
Export Budget	Salaries:						\$7,500	\$6,500	\$6,500	\$6,500	\$0	\$27,000
Colour Dudler	Benefits:						\$2,895	\$2,509	\$2,509	\$2,509	\$0	\$10,422
Manage Tags	General:						\$3,800	\$3,854	\$3,910	\$3,967	\$4,026	\$19,557
	Travel:						\$0	\$0	\$0	\$0	\$0	\$0
	Animal Costs:						\$0	\$0	\$0	\$0	\$0	\$0
	Animal Order	ring:					\$0	\$0	\$0	\$0	\$0	\$0
	Animal Mainte	enance:					\$0	\$0	\$0	\$0	\$0	\$0
	Trainee:						\$74,000	\$74,000	\$74,000	\$74,000	\$74,000	\$370,000
	Patient Care:						\$0	\$0	\$0	\$0	\$0	\$0
	Inpatient						\$0	\$0	\$0	\$0	\$0	\$0
	Outpatient:						\$0	\$0	\$0	\$0	\$0	\$0
	Subaward:						\$0	\$0	\$0	\$0	\$0	\$0
	Subaward Dir	rect					\$0	\$0	\$0	\$0	\$0	\$0

On the Budget Workspace, click the Create Subaward button; this will automatically open a new subaward budget for editing and completion.

Subaward Budget Information	You Are Here: test > U.S. National Institutes of He > & _Budget Creating New: Budget
	Subaward Budget Information
	2. * Organization:
	5. * Subaward budget detail level: @ Per Period Direct and Indirect Totals
	6. Include in consolidated budgets? ● Yes ○ No <u>Clear</u>
	7. Subaward indirect contribution limit: @

Complete the Subaward SmartForm pages. The subsections below walk you through each of the pages. When finished with each page, click Continue to navigate through the rest of the SmartForm pages.

Subaward Budget Information page:

- 1. Title Enter a descriptive name for the subaward (50 character maximum). For example, identify the subawardee or the budget's content.
- 2. Organization Enter the subawardee's name. If the subawardee name is not listed, select "TBD, and follow the process to have the organization added by the Info Team.
- 3. Principal Investigator This field automatically populates with the primary budget's PI.
- 4. Subawardee PI –Enter the Subawardee PI's information this is a required field. *The Subawardee PI should have been added to the FP smartform on the Personnel page under "Non-institutional key personnel", and the information added here should match the entry made on the FP smartform.
- 5. Subaward budget detail level Select how to capture budget data for this subaward.
 - Per Period Direct and Indirect totals All costs are captured in a single budget table as per-period direct and indirect totals. If submitting via S2S, SF424 may still require subaward budget details to be entered manually in the SF424 Workspace.
 - SF424 Subaward Import Allows you to upload the subawardee's budget totals from a completed R&R Subaward Budget PDF form. (You do this on the SF424 Subaward Import page, which appears later in the SmartForm. The information from the uploaded R&R Subaward Budget PDF will map to the SF424.) SF424 R&R Budget for specific proposal package will be available for download after you initiate the SF424 Workspace.
 - a. Select this option when submitting your proposal system-to-system (ResearchUVA PBH to Grants.gov).
 - b. The PDF form must be opened with Adobe Acrobat (not a web browser) to edit it. Ensure you use the PDF version associated with the opportunity (which can be downloaded from the SF424 Workspace). Using older form versions may result in error.
 - c. The period dates entered in the Subaward R&R Budget PDF form must match the budget periods of the primary budget.
- 6. Include in consolidated budgets? Select Yes to include this subaward budget in the final application budget that is to be submitted to the sponsor. Select No if this budget should be excluded from the final application budget.
- Subaward indirect allowance limit By default, ResearchUVA PBH includes the first \$25,000 of subaward budgets in the cost base for calculating F&A costs for the primary budget for MTDC budgets (this question appears only if the cost base type selected in the parent budget is "MTDC"). However, you can change this value.

All Personnel Page: Do not use this section.

Concernal Budget Information Subaward Budget Information All Personnel	You Are Here: 10 In Editing: BU Per Period	JOOO1717 Cost Tot	tional Institutes of He > 🚔 tee '8 als	I subaward budget to Harvar			€ Ge to for	ns menu 🔒 Print 🕶	O Help
- Financials	Total Direct:								\$0
Per Period Cost Totals	Total Indirect:								so
* Attachmenta	Total Project:								\$0
Attachments	Cost Totals	Period Start: End:	9/1/2025 8/31/2026	9/1/2025 8/31/2027	9/1/2027 8/31/2028	4 9/1/2028 8/31/2029	9/1/2029 8/31/2030	Total	
	Direct.		\$0.00 E	\$0.00	\$0.00	\$0.00	\$0.00	\$0	
	Indirect:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	
	Grand Total:		\$0 0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	
	1. Budget note								

Per Period Cost Totals page (displayed only if this option was selected on the first page).

- 1. Enter the Direct and Indirect costs as necessary and use the arrows to promote the same values to the subsequent periods.
- 2. The totals at the top of the table will update as data is entered. Enter applicable notes in the text field by Question 1.

SF424 Subaward Import Page

This page is only displayed if SF424 Subaward Import is selected on the Subaward Budget Information page. This option should be selected when submitting the proposal system-to-system. The editable PDF is available on the SF424 Workspace within the system. The R&R Subaward Budget PDF must be completed and returned by the subawardee (or completed by the person at UVA creating the proposal) for uploading.

-බ්-	Important: The budget periods entered on this PDF form must match the budget periods on the primary budget.
XĘ.	If the subawardee is providing the editable PDF, it is recommended to get this file from the subawardee as soon as possible to ensure the file is valid and allow time for the subawardee to correct any invalid files or budget errors.

🗮 🔁 Validate 🎒 Compare 🛛 ≪	
	You Are Here: To test > To test > To test > To test > To test subaward budget to Harvar
 General Budget Information 	Edition DI 00012120
	Editing: BOUUU1/1/8
Subaward Budget	
Information	
	SF424 Subaward Import
 Financials 	
	1 To import select your SE424 Subaward PDE click Save. The totals from the form will be loaded in the system
SF424 Subaward	i to import, select your of the output and of a local of the total of
import	Choose File
 Attachments 	
Attachmonto	
Autochinems	

To import, click choose file, select your SF424 Subaward PDF, and click Save. The totals from the form will be loaded in the system.

Attachments Page

Compare Validate General Budget Information Subaward Budget	You Are Here: Test > U.S. National Institutes of He > Test subaward budget to Harvar Editing: BU00017178
Information	Attachments:
· · · · · · · · · · · · · · · · · · ·	1 Attachmenter O
SF424 Subaward Import	+ Add
 Attachments 	Name
Attachments	There are no items to display

Do not upload any supporting documents here. Attach all documentation using the "Add Attachment" activity in the Proposal Workspace.

When complete, click the Finish button. You are returned to the Subaward Workspace. For future reference, subaward budgets are displayed under the Subaward tab of the Budget Workspace.

How to Manage a SF424 Submission for Federal Proposals

If you select to submit your proposal by system-to-system on the Submission Information page of the Proposal SmartForm, you will also create the applicable SF424 forms and populate them with data from the Proposal and Budget SmartForms. This functionality also allows you to quickly verify compliance with sponsor requirements.

lext Steps								
Edit Funding Proposal	Proposal Information				Bu	adget Informati	on	
	PD/PI:	Jaime Petrasek			Sta	arting Date:		9/1/2025
Printer Version	Department:	CC0945 RS-OS	P-General Administ	ration	Nu	mber of Periods:		5
	Specialist:	Jaime Petrasek			To	tal Direct:		\$426,979
COI Disclosure Status	Sponsors:	U.S. National In	stitutes of Health (N	IH)	To	tal indirect:		\$188,792
	Sponsor Submission Deadline:	12/1/2024			To	tal:		\$615,771
Submit For Department	Internal Submission Deadline:	11/15/2024						
Review	Certified:	No						
 Centify 	SF424 Link:							
Withdraw Proposal	Prime Sponsor ID	SDN 04088						
Send to COI	Secondary Sponsor ID	01100100			_			
Send to COI Manage Ancitary Reviews Create-Update SF424 Manage Relationships Manage Tags Create-Agreement	Secondary Sponsor ID Dealt Organization Clientination Requested	ee Specialist Review (Clarification Requested +	Sporsar Revie Changes Requi	en Complete	\supset			
Send to COI Manage Anciliary Roviews Create-Update SF424 Manage Rolatorships Manage Tags Create Agreement Add Attachments	Secondary Sponsor ID Davit (Conflictment Rev Conflictment Revealed Review	ex + Specialist Review (Clarification Requested tory Previewers Attachm	Changes Revis Changes Revis ents Financia	ew Complete	Belated Project	s Change Log	Personn	el
Send to COI Manage Ancilary Reviews Create-Update SF424 Grante-Rotationships Manage Tags Create-Agreement Create-Agreement Add Attachments Copy Copy	Secondary Sponsor D Oran Canthatine Canthatine Reparted Balgerts BFGS Burgers Bit Working Budgets	Specialist Roview (Clarification Requested tory Deviewees Attachen	Charges Revie Charges Revie ents Pinancia	ew Complete	Related Project	s Change Log	Persoan	स
Send to COI Manage Ancilary Review Coate-Update SF424 Coate-Update SF424 Manage Relationships Manage Tags Coate Agreement Add Rastments Copy Coate Additional Budget	Secondary Sponsor D Dark (Repartment Red Cardhadae Requested Budgets (SFE45 Susseer) Re Working Budgets Name	ne figerialui Rofere de Clarificación Requested tory Reviewers Attacher	Charges Requirements Pissancia	ew + Complete	Related Project	s Change Log	Personn	el In Financials?
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Send to COI Managa Ancilary Reviews Create Update SF224 Managa Patistronitys Managa Tays Add Argument Add Argument Add Attenments Coste Update SF24 Create Update Argument Add Attenments Coste AddStonal Budget Export Budget Managa Tays	Secondary Sponsor ID Out Out Out Out Out Out Out Ou	and Health (2011)	Spanaer Revie Changes Revie Changes Revie SmartForm (Ed) + (Ed) +	Complete Co	Related Project State Fundi Draft Institu Draft Feder	s Change Log ng Source fon (Internat) al	Total \$33,576 \$0	el In Financiala? no yés

How to Create the SF424

On the Proposal Workspace, click the Create-Update SF424 activity. This activity is used to create the SF424 application for the first time and for any subsequent updates.



In the resulting dialog box, select the SF424 forms to populate with data from the funding proposal and its budgets, then click OK. The "Status" column will update as the system generates the forms. When all the forms have been created, a "Success!" message displays at the bottom.

	Important:
-@-	The applicable optional forms must be selected, and one of the budget forms MUST BE SELECTED for all applications that include a budget.
	If this is the first time this activity is being executed, click OK to create the SF424 application. If this is not the first time this activity is being executed, be aware that selecting OK will override any manual changes made in the SF424 form to previously mapped data.
	You also have the option to select only the form that needs to be updated.

How to Edit and Complete the SF424

Draft	test		FP00424287	Funding Proposal
Next Steps				
Edit Funding Proposal	Proposal Information		Budget Information	
	PD/PI:	Jaime Petrasek	Starting Date:	9/1/2025
Printer Version	Department:	CC0945 RS-OSP-General Administration	Number of Periods:	8
	Specialist:	Jaime Petrasek	Total Direct:	\$426,979
COI Disclosure Status	Sponsors:	U.S. National Institutes of Health (NIH)	Total Indirect:	\$188,792
	Sponsor Submission Deadline:	12/12024	Total:	\$615,771
Submit For Department	Internal Submission Deadline:	11/15/2024		
Heview	Certified:	No		
Centry	SF424 Link:	SF-42400002372		
Withdraw Proposal	Prime Sponsor ID	SPN-04088		
Send to COI	Secondary Sponsor ID			
Manage Ancillary Reviews		\bigcirc		
Create-Update SF424	Department Review	* Specialist Review * Compl	<u> </u>	
Manage Relationships				
Manage Tags	Contraction Requested	Charleston Required e		
Create Agreement				
Add Attachments	Budgets SF424 Summary History	Reviewers Attachments Financials Beviewer Note	Related Projects Change Log P	ersonnel
h Copy	Activity	Author	- Activity Date	
Create Additional Budget	SF424 Created or Updated	Petrasek, Jaime	9/23/2024 11:51 AM	
Export Budget	Budget Created	Potraseik, Jaime	9/20/2024 9:32 AM	
Sond Email	A Ownership Assigned	Petrasek, Jaime	9/11/2024 11:32 AM	
Manage Access	Created	Potrasok, Jaimo	9/11/2024 9:31 AM	
Add Comment				

Once the system has generated the SF424 forms, click the SF424 Link on the Proposal Workspace.



On the SF424 Workspace, click the Edit Grant Application button.

E Compare	Editing: SE-42400002372	47-14	Davis	0
Select Optional	. Luting. 31-42400002372	 Gas to forma real 	e Gunte	O hap
Forms	Application Filing Name:			
SF424 R&R Cover Page V5.0	lest			
Project/Performance Site Location(s) V4.0	Following forms are optional, Please select any that you wish to include in your application:			
Decearch & Related	Form Name			
Other Project Information V1.4	PHS 388 Modular Budget V1.2			
Decemb & Debuted	Research & Reliated Subaward Budget Attachment(s) Form 5 YR 30 ATT V3.0			
Senior/Key Person Profile (Expanded)	PHS Assignment Request Form V3.0			
V4.0	Research & Related Budget V3.0			
PHS 308 Cover Page Supplement V5.0				
Research & Related	Following forms are required:			
Budget V3.0	Form Name			
Research & Related	Research And Related Other Project Information V1.4			
Subeward Budget Attachment(s) Form	Project/Performance Site Location(s) V4.0			
5 YR 30 ATT V3.0	PHS Human Subjects and Clinical Trials Information V3.0			
PHS 398 Research	SF424 (R & R) V5.0			
Phill VD.0	PHS 395 Cover Page Supplement V5.0			
PHS Human Subjects and Clinical	PHS 308 Research Plan V5 0			
Trials Information V3.0	Research & Rolated SerierKey Person Profile (Expanded) V4.0			
End Of Form Pages	0	Exit 🖬 Save	Continu	• 🕤
	9			

On the first page of the SF424, select any additional optional forms to include in the SF424 application and click save or continue.

UNIVERSITY VIRGINIA			Hol	lo, Jaime Pet	rasek +
E & Valors @ Corpare (C	Editing: SF-42400002372		Go to forms more	e ⊕ewe+	O Help
Select Optional V	▼SF 424 (R&R) Application for Federal Assistance				
SF424 R&R Cover Organization Cover	▼ Submission Information				
Country? This is required field, therefore, you must provide the required Constantiants. In a sequent field, therefore, you must provide the required Person This is a sequent field, therefore, you must provide the required Person This is a sequent field, therefore, you must provide the required Bits of Arbit must of the closes when the selected Country is not the United Bits of Arbit must apple tables scherifing the application Person This is and the closes when the selected Country and the United Bits of Arbit must apple tables scherifing the application Bits of Arbit must apple tables and Arbit must apple tables and Arbit must applicate the application Bits of Arbit must apple tables and Arbit must applicate the Arbit must apple tables and Arbit must applicate the application Bits of Arbit must apple tables and Arbit must applicate the Arbit must applicate the application Bits of Arbit must applicate the A	1. Type of Bubmission Approxim 2. Date Submitted 1. Date Reselved By State				
Physiciferenergy Physiciferenergy Constraints Constraints	Identifiers Agricant Gonther State Agelcation Identifier a a Federal Identifier				
Project/Performance Site Congressional District. The Congressional District should be "00-000" for the site since it is located outside the United States. A Provident and E - Direct District Tangenes Site Concensional District Tangenes.	4.b Agency Routing Identifier	O Exit	Save	Continu	× Ð

You have successfully created the SF424-application package! Click through each tab/page and fill out the required information, adding attachments where applicable and as guided by the sponsor's specific grants.gov/SF424 instructions.

Click Continue and add or modify data in EACH of the SF424 forms as needed. On the last page, click Finish to return to the Workspace.

UImportant guidance on creating SF424 forms:

If a SF424 form field needs to be updated, but contains data that was automatically populated, make the necessary updates on the proposal and/or budget SmartForm pages and use the Create-Update SF424 activity in the workspace. If changes are made directly on the SF424 forms, the next time the "Create-Update" SF424 activity is executed, your changes will be overwritten with the values in the proposal and/or budget. Be sure to select only the forms on which you made changes.

Fields with a red asterisk (*) are required to be completed by the ResearchUVA PBH system. Please note that Grants.gov may require additional fields to be completed, in addition to those required by our system. When validating the SF424 SmartForm, the system will perform multiple layers of validation. You may receive additional errors or warnings on a second validation due to this approach.

All attachments must be uploaded in PDF format.

If a Subawardee was entered as "TBD" on the budget, you must update the SF424 form(s) with the name of the Subawardee.

If your budget has personnel with both academic and summer salary, they can remain on two lines in the SF424 budgets. However, make sure to adjust the effort to the correct column (calendar months, academic months or summer months). The effort will automatically populate in calendar months.

For graduate students on multiple lines in your ResearchUVA PBH budget, when you createupdate the SF424 it will double count the number of graduate students. Manually update this figure.

How to Validate a SF424 Application

Ater the SF424 application is completed it must be validated for errors and warnings. ALL errors must be corrected prior to sending forth the proposal for signature.



IMPORTANT: If your proposal is to be reviewed and submitted by central OSP, the proposal review will not begin until SF424 validation is clear and no errors are present. Please contact your submitting school AORs for how their validation and submission process rules may differ.

Check for errors using the Validate function:



- 1. On the SF424 Workspace click the Validate button in the left navigation pane of the SmartForm.
 - a) Errors will cause rejection at Grants.gov or the funding agency. Errors MUST be corrected and will be highlighted with a red circle:



b) Warnings are recommendations that will not stop proposal submission but remind you about potentially important items to include or issues to resolve. Warnings

highlight situations that may cause issues when your proposal arrives at the agency. Note that certain warnings are required to be addressed to ensure compliance with sponsor guidelines. Warnings will be noted with a yellow triangle:



Click on the field name or page to navigate to that location within the SF424 forms.

Proposal creators and editors will need to re-run the validation from within the SmartForm as many times as necessary to clear all errors prior to sending for signature.

2. When the SF424 validation is complete and all red errors have cleared, return to the SF424 Workspace and click the Validate Submission activity. This activity runs additional checks on the submission.

Grants > test > SF-42400002372					@ Help
Pre-Submission Edit Grant Application	test				SF-42400002372 SF424
Printer Version	Description Submission PDF Version	re Title: on Type: ion(s):	text fest New Not Available, Please execute Generate PDF Version activity	Start Date: End Date:	9/1/2025 8/31/2009
Volidate Submission Generate PDF Version Assign Editors and Readers	Agency Tracking Grant Tracking	Number: Number:		FOA:	PKG00277412/PA-20-185(FGA00000215)
C Log Comment	Received Status Up	Date/Time: dated:		Parent Project: Date Modified:	FP00424287 9/23/2024 11 51 AM
Import Subaward Budget	Principal	investigator:	Petrasek, Jaime		
Import Project Budget	Contact P	a Representative: lerson:	Crag, stewart Petrasek, Jaime Dewnload R&R Subaward Budget form		
	History	Change Log			
		Activity	Author	* Activity Dat	•
	0	SF424 Created	Petrasek, Jaime	9/23/2024 11 5	1 AM

- 3. If the validation passes, the state of the SF424 is updated to the Valid for Submission state, indicating it can be submitted via RUVA to Grants.gov. The SF424 forms are now locked for editing. If the validation does not pass, all errors and warnings must be reviewed and corrected (warnings MUST be corrected if the guidelines indicate the warning will pose an error upon transmission).
- 4. Once all errors are cleared and the proposal creator has verified the warnings are simply warnings and will not cause an error upon submission, the Generate PDF Version activity must be completed. The generated PDF should be reviewed prior to submitting for signatures, paying careful attention to all attachments and ensuring that figures, tables, images, etc. look as expected.

DO NOT generate a pdf until all errors have been cleared:





If SF424 changes other than the Research Plan are needed, the user will need to request that OSP or their Submitting School re-open the SF424 for edit so they can make changes. The SF424 will need to be re-validated to lock it again and put it back in a Valid for Submission state.

Once there are no errors upon validation and the pdf has been built, the SF424 package is complete.

Additional Proposal Activities

Adding Comments: Comments can be added to a proposal and are visible to all individuals that have access to read or edit the proposal.



Adding comments can be a helpful way to communicate with faculty, central office reviewers, collaborators, etc. Central office reviewers often use the comments section to log proposal review notes and to keep a record of information that may be helpful at the time of award setup/agreement/contract review and negotiation.

ONCE LOGGED, COMMENTS CANNOT BE DELETED.

Draft	Add Comment
Next Steps	The comments or documents added below will be visible to all individuals that have access to read or edit this proposal.
Edit Funding Proposal	1. * Comments:
Printer Version	
COI Disclosure Status	
 Submit For Department Review 	
✓ Certify	
Withdraw Proposal	2. Attach documents: (Optional)
C Send to COI	+ Add
Manage Ancillary Reviews	Name
Create-Update SF424	There are no items to display
% Manage Relationships	
Manage Tags	
Create Agreement	
1 Add Attachments	OK Canoe
f2 Copy	
Create Additional Budget	
Export Budget	
🖌 Send Email	
AL Manage Access	
Add Comment	

To add a comment, click the **Add Comment** activity. Once the *Add Comment* window appears, enter your comments and any attachments. When complete, click **OK** to return to the *Workspace*. It is important to remember that once logged, comments cannot be deleted.

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log	Personnel	
Activity				Author			- Activity Date			
P Co	mments Added				Petrasek, Jai	ime	9/24/20	24 10:04 AM		
adding inform	mation									

Click on the History tab to review the comments.

Sending Emails: Emails can be sent directly from the proposal. The emails are tracked within the History tab of the proposal and are and are visible to all individuals that have access to read or edit the proposal. If you use the Send Email feature within RUVA, note that it will be specific to the record. Do not include information about other proposals, awards or agreements within the email if they are unrelated.

Draft	Send Email
Next Steps	1. * Email subject line:
Printer Version	2. * Select at least one group of recipients: All team members
COI Disclosure Status Submit For Department Review	All oddors All readers Secialist
Certify Withdraw Proposal	Select any other recipient for this email: (Only editors and readers have access to the funding proposal.)
Send to COI Manage Ancillary Reviews	First Name Last Name E-Mail
Create-Update SF424	A * Comments to be included in the email:
Manage Tags Gradia Agreement	
Add Attachments	
안 Copy Copy Create Additional Budget	
Export Budget	
Send Email Manage Access	4. supporting documents: + Add
Add Comment	Name There are no items to display

To send an email, click the Send Email activity and complete the fields. When complete, click OK to return to the funding proposal workspace. You can review the email correspondence in the History tab. Please keep in mind that emails like comments, cannot be deleted from the History tab.

Managing Relationships: Funding proposals can be linked to related Huron records from the funding proposal workspace by using the "Manage Relationships" activity. This may be necessary if the funding proposal should be attached to a previous award record, an MTA or DUA, or another agreement.

Draft	Manage Relationships
Next Steps	
Edit Funding Proposal	1. Related submissions:
Printer Version	
COI Disclosure Status	ID Name Owner Organization Project type Project status Modified Date There are no items to display
 Submit For Department Review 	2. Comments:
✓ Certify	
 Withdraw Proposal 	
C Send to COI	
Manage Ancillary Reviews	
Create-Update SF424	
% Manage Relationships	
Manage Tags	3. Supporting documents:
Create Agreement	+ Add
1 Add Attachments	Name
đ] Copy	There are no items to display
Create Additional Budget	
Export Budget	
Send Email	
Manage Access	OK Cance
Add Comment	

To link a funding proposal to a related Huron record, click the Manage Relationships activity on the Proposal Workspace.

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

Linked records are displayed on the Related Projects tab of the Workspace.

MTA00000014	20210727 AVT	Orlando I	Max (rev1)	The Rector & Visit	ors of the Universi	ty of Virginia	Agreement	Active	1/17/2022 8:30 PM	
ID	Name	Owner		Organization			Project Type	Project Statu	s Modified Date	
Filter by 🚱	ID ,	Enter tex	t to search		Add Filte	r 💥 Clear All				
Related Projects										
Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log		

Adding Attachments

The "Add Attachments" activity can be used to upload new or revised documents to the Proposal.

Draft	Add Attachments		
Next Steps	1. Add attachments:	Submit a Document	🕑 Help
Edit Funding Proposal	+ Add	Title:	
Printer Version	Name There are no items to display	If not provided, the name of the file will File: Choose File:	be used
COI Disclosure Status		Show Advanced Options	
Submit For Department Review		* Required	OK OK and Add Another Cancel
 Withdraw Proposal 			
C Send to COI			
Manage Ancillary Reviews			
Create-Update SF424			
% Manage Relationships			
Manage Tags			
Create Agreement			
1 Add Attachments			
đ] Copy			
Create Additional Budget			
Export Budget			
🖪 Send Email			
Manage Access			
Add Comment			
Funding Droponal			

Follow the steps below to add an attachment:

- 1. On the Proposal Workspace, click the Add Attachments activity.
- 2. To add a new document, click the Add button search and select your document and click OK. You can also click "OK and Add Another" if you are uploading additional attachments.

Attachments may be revised once attached and saved.

Add Attachments	
1. Add attachments:	
+ Add	
Name	
Screenshot 2024-09-25 112007 png(0.01)	
	OK Cancel

1. To upload a revised document, click the three dots "..." and select Upload Revision.

Managing Access

The "Manage Access" activity is used to manage the list of individuals who have either edit or read-only access to the proposal submission. Anyone who was added as editors and/or readers on the Personnel page of the Proposal SmartForm will also be listed here.

Next Steps 1.9 elect administrative contact: Jame Petrosk () Exit funding Proposit 2.9 elect tam members who have edit rights: Image Display 2.9 elect tam members who have edit rights: Image Display 1.9 elect tam members who have edit rights: Image Display 1.9 elect tam members who have edit rights: Image Display 1.9 elect tam members who have read-only rights: Image Display 1.9 elect tam members who have read-only rights: Image Display 1.9 elect tam members who have read-only rights: Image Display 1.9 elect tam members who have read-only rights: Image Display 1.9 elect tam members who have read-only rights: Image Display 1.9 elect tam members who have read-only rights: Image Display 1.9 elect tam members who have read-only rights: Image Display 1.9 elect tam members who have read-only rights: Image Display 1.9 elect tam members who have read-only rights: Image Display 1.9 elect tam members who have read-only rights: Image Display 1.9 elect tam members who have read-only rights: Image Display 1.9 elect tam members who have read-only rights: Image Display 1.9 elect tam members who have read-only rights: Image Display 1.9 elect tam members who have read-only rights: Image Display 1.9 elect tam members who have read-only	Draft	Manage Access		
Profer Vension 2. Select team members who have edit rights: IIII Coll Dischaure Stating IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Next Steps Edit Funding Proposal	1. Select administrative contact: Jaime Petrasek S		
Col Discharer Statin Last Name Fint Name Employer Name Tate There are no terms to display Windpa Ancolar Stream Construction Construc	Printer Version	2. Select team members who have e	edit rights:	
Standard For Department Sense for Dep	COI Disclosure Status			
	Submit For Department Review	Last Name First Name There are no items to display	e Employer Name	Title
Send to COI Manago Acolary Riversons Manago Relationships Manago Relationships Manago Relationships Manago Relationships Add Macharements Add Macharements Copy Create Used as Add Conductments Copy Conset Used as Add Conductments Copy Conset Used as Add Conductments		3. Select team members who have r	read-only rights:	
Manage Andating Narwes Last Name First Name Employer Name Title @ Crusts Updatu SF244 There are no items to display There are no items to ditems to display There are no items t	C Send to COI			
Constructional Sector Manage Tags Manage Tags Manage Tags Manage Tags Manage Tags Add Adversment Add Adversment Construction Construction	Manage Ancillary Reviews	Last Name First Name	e Employer Name	Title
% Managa Relationships Ø Managa Relationships @ Create Agreement	Create-Update SF424	There are no items to display		
Change Tags Coale Agreement Add Machements Add Machements Copy Create Additional Budget Coale Additional Budget	% Manage Relationships			
Crossb Automatis Add Machinetis Add Machinetis Copy Copy Copy Const Additional Budget	Manage Tags			
Add Attachments Coy Coy Create Additional Budget	Create Agreement			
20 Copy	1 Add Attachments			
Create Additional Budget	ලී Copy			
Concert Burdent	Create Additional Budget			
Export puget	Export Budget			
A Send Email	🖌 Send Email			
11 Manage Access	11 Manage Access			
C Add Comment	Add Comment			

Follow the steps below to add an individual to either list:

- 1. On the Proposal Workspace, click the Manage Access activity.
- 2. In the Manage Access window, enter the individual's name or use the ellipsis ("...") to search for an individual to be added as an administrative contact (under Question 1), editor (under Question 2) or as a reader (under Question 3).
- 3. When complete, click OK to return to the Proposal Workspace.

Managing and Adding Ancillary Reviews

The Ancillary Review function allows users to add and track approvals to projects in RUVA. This section of the guide will detail how to add an Ancillary Review.



IMPORTANT:

Some ancillary reviews are considered required and mandatory for Funding proposals, such as multi-PI Certification, Collaborating Unit Verification, Cost Share, and PI Eligibility. Proposal creators should check with their Central OSP or their Submitting School AOR for specifics and details on required/mandatory ancillary reviews.

Draft	Manage Ancillary Reviews
Next Steps	1. Identify each organization or person who should provide additional review.
Edit Funding Proposal	+ Add
Printer Version	Review Type Org Person Regd Accepted Notified Comments Docs There are no items to display
COI Disclosure Status	
 Submit For Department Review 	
C Send to COI	
Manage Ancillary Reviews	
Create-Update SF424	
% Manage Relationships	
Manage Tags	
Create Agreement	
1 Add Attachments	
đ Copy	n
Create Additional Budget	
Export Budget	
≰ Send Email	1
# Manage Access	1
Add Comment	

Use the steps below to assign an ancillary review on a Funding Proposal or Award project:

- 1. Navigate to the appropriate Proposal Workspace or Award Workspace.
- 2. In the Workspace, click Manage Ancillary Reviews.

3. In the Manage Ancillary Reviews form, click Add.

Add Ancillary Review		*
1. * Select either an organization	n or a person as reviewer:	
Organization:		
Person:		
2 * Poviow type:		
Z. "Review type.	•	
3. * Response required?		
O fes O No <u>Clear</u>		
4. Comments:		
		- 1
5. Supporting documents:		
+ Add		
Name		
There are no items to display		
* Required	OK OK and Add Another C	ancel

- 4. On the Add Ancillary Review form, select an organization or person to do the review.
- 5. Select the Review Type, select whether this ancillary review is required, and click OK or OK and Add Another to add an additional ancillary review.
- 6. You are returned to the project Workspace. The assigned ancillary reviewer(s) receives an e-mail notification, and the project appears in the reviewer's Dashboard.

Routing a Proposal for Review

Depending on which team is assigned the task of submitting a proposal – either OSP Central or an Assigned Submitting School - it is possible that there are additional, specific rules regarding the proposal routing process. Please make sure to check with your OSP Central or Submitting School leadership for additional requirements, and/or if you have any questions.

Once a proposal is complete, it must be routed for review and signoff and eventual submission/approval for submission by central OSP/submitting school AOR.

The first reviews must be completed by both the Department and Pl.

Department Reviewers should work directly with proposal creators to make corrections as needed PRIOR to sending the proposal for Specialist Review by either central OSP or the submitting school AOR.

Pls must review AND certify the proposal, indicating that they have reviewed each section of the RUVA proposal record for accuracy, and confirming that the proposal is compliant.

Draft	test	
Next Steps		
Edit Eurodian Omenical	Proposal Information	
Call Furlaing Fropolini	PD/PI:	Jaime Petrasek
Printer Version	Department:	CC0945 RS-OSP-General Administration
	Specialist:	Jaime Petrasek
COI Disclosure Status	Sponsors:	U.S. National Institutes of Health (NIH)
	Sponsor Submission Deadline:	12/1/2024
 Submit For Department Review 	Internal Submission Deadline:	11/15/2024
Cedly	Certified:	No
Mittakaw Paranasal	SF424 Link:	SF-42400002372
C vining and response	Prime Sponsor ID	SPN-04050
 Manage Relationships 		
Manage Relationships Manage Tags Create Agreement	Chrifteation Requested	Clarification Requested
Manage Reationships Manage Tags Create Agreement Add Attachments	Budgets SF424 Summary History	Clarification Requested Attachments Fizzacials Reviewer Notes: Related Project
Manage Heatforchips Manage Tags Create Agreement Add Attachments Copy	Dudgets SF424 Summary History 2	Clarification Reported Attachatents Financials Reviewer Notes Belated Project
Manage restationships Manage Tags Create Agreement Add Attachments Copy Create Additional Budget	Carifestian Requested Budgets SF424 Stammary History	Cleffution Reported Attachments Ficancial Performer Notes Related Project
Manage readforchips Manage Tags Create Agreement Add Attachments Copy Create Additional Budget Export Budget	Contacts Nurse Carifradian Drawipation Contacts	Circlastine Measured of Changes Required of Personers Attachments Pasaecials Devineers Notes Stated Project
Manage Headbordhips Manage Headbordhips Manage Tags Create Agreement Add Attachments Copy Create Additional Budget Expont Budget Send Envail	Budgets 19424 Berganizati Dudgets 19424 Berganizati Contacts Name Organizatio Jama Prazak	Curduation Research Incourse: Attachments Prancial: Restores Notes: Balated Project
Manage recallentables Manage recallentables Manage Tags Create Agreement Add Attachments Copy Create Additional Budget Expon Budget Send Email Manage Access	Contacts Budgets 07424 Busenary Hoticy 2 Contacts Name Organization Codel 5 (2014) 5	Contemported for the second for the
 Kanage resultiontips Manage Tags Charla Agreement Add Afachments Gogy Charla Additional Biologet Expont Biologet Bond Tail Manage Access Add Converset 	Contact Con	Currintation Menours Attachments Planacials Periorers States Balated Project Concernent Attachments COP General Attachments Research Attachmentstorin Research Attachmentstorin R
 Manga hagi Oran Agraeset Manga hagi Oran Agraeset AdAtahanib Of Day Oran Adamsi Data Adamsi Manga Access Add Commet 	Budges 02 4/2 hansame 04 store 0 Contact 0 02 4/2 hansame 04 store 0 Name Anne Angester Contact (store) Organization Contact (store) 00 store 00 store 00 store 0 Name Angester (store) Organization Contact (store) Organization Contact (store) 00 store	Conception of the second secon

Submitting for Department Review

When the user submits for Department Review, an automatic notification will route to Step 1 of the Reviewers listed in the Reviewers tab. Additionally, an automatic notification will route to the PI for PI Certification. To identify the Reviewers named on a proposal, navigate to the Reviewers tab. This tab will also tell you how many steps are required in the review process.

Department Review and sign-off consists of reviewing the Funding Proposal, proposal attachments, budget(s), and if applicable, SF424. Central OSP has put together some best practice suggestions for department reviewers, and they are listed below:

- 1. Review the History tab prior to beginning a full proposal review. This can aid in gathering information necessary for a complete and compliant Departmental Review of the Funding Proposal.
- Review the COI Disclosure Status section against the list of personnel to ensure all UVA Key Personnel and UVA personnel considered investigators for compliance purposes have an updo-date annual UVA FCOI disclosure on file in RUVA. Instructions for completing a Disclosure Profile in RUVA are located <u>here</u>. Lack of an up-do-date annual UVA FCOI disclosure on file in RUVA can delay proposal submission.
- 3. Ensure the PI is eligible to serve and that the required approval documentation has been uploaded as an attachment or within an ancillary review to Stewart Craig.
- 4. Ensure that any Limited Submission Requirements have been satisfied.
- 5. Review the budgets and budget documents; if an FA waiver or exemption request is required, make sure the approval is uploaded in the Attachments section. If a subaward is included, ensure the subaward budget is appropriate and that all required subaward documents are included in the Attachments section.
- 6. Review all proposal attachments for compliance and completion; reminder that attachments should be added to a funding proposal record via the Add Attachments activity for ease of reviewing all attachments in one place.
- 7. If applicable, ensure the SF424 proposal passes validation and that no errors are found. If errors are found, the proposal creator/editor should make corrections until validation returns no errors. Proposals with SF424 validation errors should not be submitted for Specialist review until the errors are cleared.

8. Confirm the PI has certified and that all required Ancillary Reviews are complete before submitting the proposal for Specialist Review. If the Department Reviewer finds a missing Ancillary Review, they will need to Request Changes to have the proposal creator/Admin Contact add the Ancillary Review.

After the review is complete, the Department Reviewer can either approve the proposal or request changes to the proposal. Department Reviewers should provide feedback to the proposal creator/preparer when changes/corrections/clarifications are needed. Internal RUVA feedback can be left in three ways:

- a. Through the comment bubble within the SmartForm (comments marked "required" need to be resolved prior to submitting back to the Department or Specialist)
- b. On the Workspace by using the Add Comment Activity
- c. Request Changes

Replying to Requested Changes:

- 1. Comments marked "Must Reply" require a response to move forward. Changing the field will not allow the proposal to move forward, the comment bubble requires a response.
- 2. Submit Changes to Department Reviewer activity; leave a comment if you make changes.
- 3. Department Reviewer will receive the proposal on their dashboard and can approve or request further changes.
- 4. If it is a multi-step Department Review, approving will move it to the next step in the process.
- 5. If only a single step, Department Review approving will move it to Specialist Review.

PI Certification

The PI Certify allows the PI to certify that the proposal meets institutional and sponsor requirements and is ready for submission. PI certification is a required step for all proposals and should be completed by the PI after they review the entire FP record in full.

Pls should follow the steps below to perform the Pl certification:

Draft	Certify
Next Steps	 The information submitted within this application is true, complete, and accurate to the best of my knowledge, any false, fictitious, or fraudulent statements or claims may subject me to creating in this or administrative neurables
Edit Funding Proposal	 Large to accept responsible for the scientific conduct and financial oversight of the project, including any required reporting, and for compliance with all applicable University, local, state, and federal policies that govern the responsible conduct of research.
Printer Version	 cirrity that to the best of my knowledge, myset and memory on the project team are not destarted, suspended, destarted mission, or volumarry exclude the momentary-anded activities. land the appropriate UNA project investigators have disclosed financial interests in the UVA COI disclosure system (https://coi.sites.virginia.edu/Home) relative to any sponsor and University reconsectance encoders.
COI Disclosure Status	and and be determined and a set of hereined
Submit For Department Review	1. Comments:
✓ Certify	
♦ Withdraw Proposal	
C Send to COI	
Manage Ancillary Reviews	2. Attachments:
Create-Update SF424	+ 445
% Manage Relationships	Name
Manage Tags	There are no items to display
Create Agreement	
1 Add Attachments	
원 Copy	
Create Additional Budget	
Export Budget	Concernation of the cancer
🖈 Send Email	
L Manage Access	
Add Comment	

Navigate to the Proposal Workspace.

On the Proposal Workspace, click the Certify activity to start the certification process.

Certify	
 The information submitted within this application is true, complete, and accurate to the best of my knowledge; any false, fict may subject me to criminal, civil, or administrative genaties. I agree to accept responsibility for the scientific conduct and financial oversight of the project, including any required report University, local, state, and federal policies that given the responsible conduct of research. I centify that the best of my knowledge, myself and methers of my project tham are not debarred, suspended, declared is federally-lunded activities. I and the appointe UVA project investigators have disclosed financial interests in the UVA COI disclosure system (https:// any sponsor and University propolal-stage requirements and/or COI policies. 	titious, or fraudulent statements or claims ng, and for compliance with all applicable neligible, or voluntarily excluded from col.sites.virginia.edu/Horne) relative to
1. Comments:	
2. Attachments:	
+ Add	
Name	
There are no items to display	
	OK

Pls should review the certification language, add any relevant certification comments and attachments, and click OK to complete the PI proposal certification.

Draft	test										
Next Steps											
Edit Funding Dimograf	Proposal	Information									Budget Informat
Contranang Proposa	PDIPt:				Jak	te Petrasek					Starting Date:
Printer Version	Departmen	c.			00	1945 RS-OSP-Ger	eral Administration				Number of Periods:
	Specialist:				Jak	1e Petrasek					Total Direct:
COI Disclosure Status	Sponsors:				U.S	National Institute	s of Health (NIH)				Total Indirect:
	Sponsor S	ubmission Deadline:			12/	/2024					Total:
 Submit For Department 	Internal Su	bmission Deadline:			11/	5/2024					
4 100 days Days of	Certified:				Yes						
 Withdraw Proposal 	SF424 Link				SF-	42400002372					
C Send to COI	Prime Spor	nsor ID			SPN	04088					
Manage Ancillary Reviews	Secondary	Sponsor ID									
Create-Update SF424											
% Manage Relationships	Draf	+ Departm	ent Review	+ Specialist /	eview)+++++++++++++++++++++++++++++++++	ipercer Review	+ Complete)			
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Add Comment	8	SF424 Created or Upd	ated				Petras	ek, Jaime			9/23/2024 11:51 AM
	Ð	Budget Created					Petras	ek, Jaime			9/20/2024 9:32 AM

The activity shows in th	ne History tab and	disappears from	the Proposal	Workspace upon	execution of t	he
activity.						

Specialist Review

The Specialist assigned in either OSP or a Submitting School completes the final review of the proposal prior to submission. Once a proposal is complete and approved by both the Department and PI, it is ready to be moved to Specialist Review for final review and eventual submission/approval for submission. Specialists will review proposals and reach out with questions as needed prior to final sign-off of the proposal. Proposal creators should remain available for questions and corrections throughout this final step in the process.

How to Create Follow-On (NOT NEW) Proposals

The following types of follow-on proposals can be created:

- Renewal A competitive application for a new project with a scope based on or related to a current awarded project which is expiring
- Revision (Supplement) An application requesting additional funding for an active award that has already been set up in Huron and Workday

 Resubmission – An application that a sponsor has reviewed and declined to fund, which the investigator has now modified and is resubmitting for consideration. ** NIH generally allows one resubmission.**

The subsections below describe how to create each of these follow-on proposal types.

How to Create a Renewal Proposal

Follow the steps below to create a renewal proposal:

- 1. On the Proposal Workspace of a proposal in the Awarded state, click the Create Renewal button
- 2. The Proposal SmartForm displays. Notice Question 1 "Type of application" indicates a type of Renewal.
- 3. Update the questions as necessary and use the Continue button to navigate through the SmartForm. On the last page click the Finish button.
 - FP00000092

Renewal

- 4. When returned to the Proposal Workspace, note the state is Draft and the proposal type is indicated as Renewal.
- 5. Complete the Budget and any other necessary activities and/or tasks.
- 6. When the submission is complete, click the Submit for Specialist Review activity.
- 7. The renewal proposal follows the same workflow as the primary proposal.

How to Create a Revision to a Proposal

Follow the steps below to create a revision to a proposal:

- 1. On the Proposal Workspace of a proposal in the Awarded state, click the Create Revision activity.
- 2. In the Create Revision window, enter the Revision name and click OK.

Editing: FP00000392-Rev1

- 3. The Proposal SmartForm displays. Notice the ID has been amended with "Rev" and the number of the revision.
- 4. Update the questions as necessary and use the Continue button to navigate through the SmartForm. On the last page click the Finish button.
- 5. When returned to the Proposal Workspace, note the state is Draft and the proposal type is indicated as "Revision."
- 6. Complete the Budget and any other necessary activities and/or tasks.
- 7. When the submission is complete, click the Submit for Specialist Review activity.
- 8. The revision proposal follows the same workflow as the primary proposal.

How to Create a Resubmission Proposal

Follow the steps below to create a resubmission from a proposal in the Not Funded or Withdrawn states. Note that these states occur only after the proposal has been in the Pending Sponsor Review state. **Only a Proposal Specialist can mark the Proposal as Not Funded or withdraw the proposal.**

- 1. On the Proposal Workspace of a proposal in the Not Funded or Withdrawn state, click the Create Resubmission activity.
- 2. In the Create Resubmission window, enter the Resubmission name and click OK.
- 3. The Proposal SmartForm displays. Notice Question 1 "Type of application" indicates a type of "Resubmission."
- 4. Update the questions as necessary and use the Continue button to navigate through the SmartForm. On the last page click the Finish button.

FP00000138-Res1 Resubmission

- 5. When returned to the Proposal Workspace, note the state is Draft and the proposal type is indicated as "Resubmission."
- 6. Complete the Budget and any other necessary activities and/or tasks.
- 7. When the submission is complete, click the Submit for Specialist Review activity.
- 8. The resubmission proposal follows the same workflow as the primary proposal.



If the sponsor requests a 2nd resubmission, please follow the process below:

Work with your assigned Specialist in either OSP Central or Assigned Submitting School to withdraw the 1st resubmission by reinstating the resubmission proposal, being sure to select "withdrawn from sponsor". Include a note indicating it wasn't funded and that you're creating a 2nd resubmission. Following these steps should allow users to create a 2nd resubmission.

Copying Proposals

A previously created proposal can be copied to create a new proposal, and the new proposal retains information from the copied proposal. The new proposal will be in a Draft state until submitted for department review and must undergo the full proposal review workflow.



When a proposal is copied, the entire file and all attachments are included in the new record. Often, this results in the need to spend time deleting files and outdated information from the record. Please keep this in mind and make sure to completely update the new record if copied.

If you wish to Copy a proposal, follow the steps below to copy a proposal:

- 1. On the Proposal Workspace, click the Copy activity.
- 2. In the Copy window, enter the new proposal name and check the Use background processing checkbox. When complete, click OK to return to the Workspace.