

University of
Virginia

ResearchUVA
Powered by Huron

Job Aid: Routing and Approvals -
SOM

1 Overview

Research administration transactions in the ResearchUVA Powered By Huron (ResearchUVA PBH) system will require approvals from Principal Investigators, Department Chairs, Administrators, or others in accordance with School of Medicine and Institutional policies and procedures. This document outlines the routing processes to obtain these approvals for three main transaction types: Funding Proposals, Agreements, and Award Modification Requests. Please direct any questions regarding ResearchUVA PBH processes to som-ruva-help@virginia.edu.

 **Important:** For a complete list of approvals required for each transaction type and sub-type, please review the SOM Internal Forms Approvals Matrix at <https://med.virginia.edu/grants-and-contracts/site-menu/training-resources/checklists-guides/>

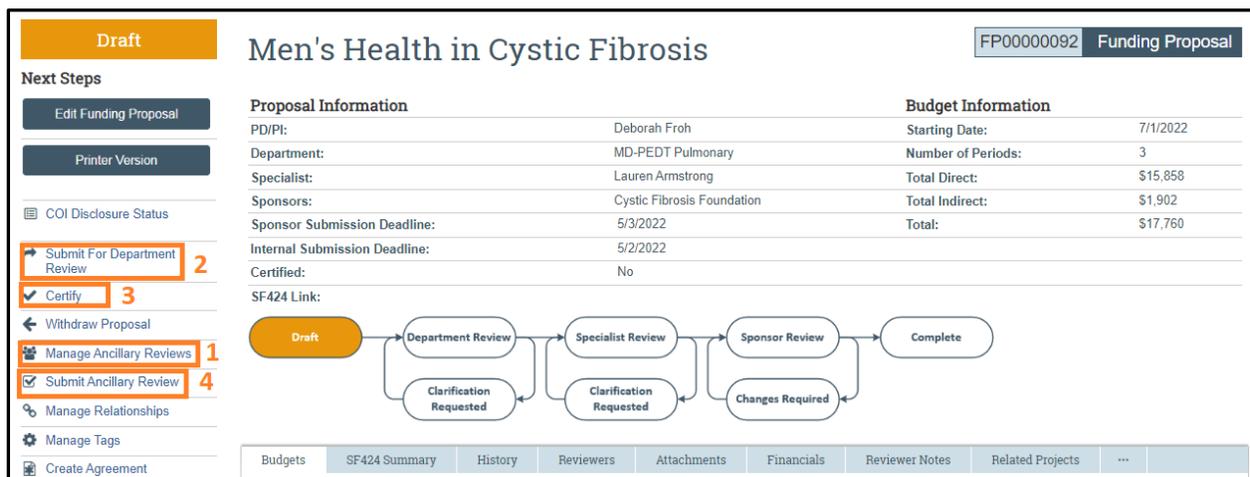
****PI/Faculty-specific guidance is highlighted in green throughout this document.**

2 Funding Proposals

- Once the Funding Proposal, Budget, and SF424 SmartForms (if applicable) are complete and ready for review, use the **Manage Ancillary Reviews** activity on the *Funding Proposal Workspace* to request Department Chair/designee approval.

! **Important:** If additional Ancillary Reviews are required (e.g. for Collaborating Unit Verification, F&A Waiver, Cost Share, etc), they should be requested at this step. For a complete list Department-level Ancillary Reviewers for collaborative Funding Proposals, please see the SOM Department Assignments webpage at <https://med.virginia.edu/grants-and-contracts/site-menu/contact/som-ogc-department-assignments/>

- Use the **Submit for Department Review** activity to move the Funding Proposal into the *Department Review* state. This activity will trigger a notification to the PI that the Proposal is ready for review and Certification.
- The PI will login to the system and use the **Certify** activity to provide their approval.
- The Department Chair/designee (if applicable) will login to the system and use the **Submit Ancillary Review** activity to provide their approval of the Agreement.



Draft Men's Health in Cystic Fibrosis FP00000092 Funding Proposal

Next Steps

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Submit For Department Review** 2
- Certify** 3
- Withdraw Proposal
- Manage Ancillary Reviews** 1
- Submit Ancillary Review** 4
- Manage Relationships
- Manage Tags
- Create Agreement

Proposal Information		Budget Information	
PD/PI:	Deborah Froh	Starting Date:	7/1/2022
Department:	MD-PEDT Pulmonary	Number of Periods:	3
Specialist:	Lauren Armstrong	Total Direct:	\$15,858
Sponsors:	Cystic Fibrosis Foundation	Total Indirect:	\$1,902
Sponsor Submission Deadline:	5/3/2022	Total:	\$17,760
Internal Submission Deadline:	5/2/2022		
Certified:	No		
SF424 Link:			

Flowchart: Draft → Department Review → Specialist Review → Sponsor Review → Complete. Loops for Clarification Requested and Changes Required return to previous stages.

Navigation: Budgets | SF424 Summary | History | Reviewers | Attachments | Financials | Reviewer Notes | Related Projects | ...

- The Department Reviewer will login to the system and review the Proposal, Budget, and SF424 (if applicable). If changes are required, the Proposal can be routed back to the Study Team using the **Request Changes** activity. If no changes are needed, use the **Approve** activity to move the Proposal into the *Specialist Review* state.

Department Review

20220405MDB Funding Proposal Training

FP00000393

Funding Proposal

Next Steps

- Review Funding Proposal
- Printer Version
- COI Disclosure Status
- ✓ Approve
- Request Changes
- Manage Relationships
- Manage Tags
- Create Agreement
- Send Email

Proposal Information

PDI/PI:	Rebecca Simms (pi)
Department:	Gastroenterology
Specialist:	Ava Lambert
Sponsors:	National Institutes of Health
Sponsor Submission Deadline:	4/7/2022
Internal Submission Deadline:	4/6/2022
Certified:	No
SF424 Link:	



Budget Information

Starting Date:	4/15/2022
Number of Periods:	2
Total Direct:	\$0
Total Indirect:	\$0
Total:	\$0

Budgets
SF424 Summary
History
Reviewers
Attachments
Financials
Reviewer Notes
Related Projects
Change Log

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
National Institutes of Health	✎	4/5/2022 3:18 PM	Under Review	Federal	\$0	yes

1 items
page 1 of 1
10 / page

Important: *If the Study Team member initiating the Funding Proposal is also a Department Reviewer, they may need to complete both steps 2 and 4 to move the proposal to Specialist Review.*

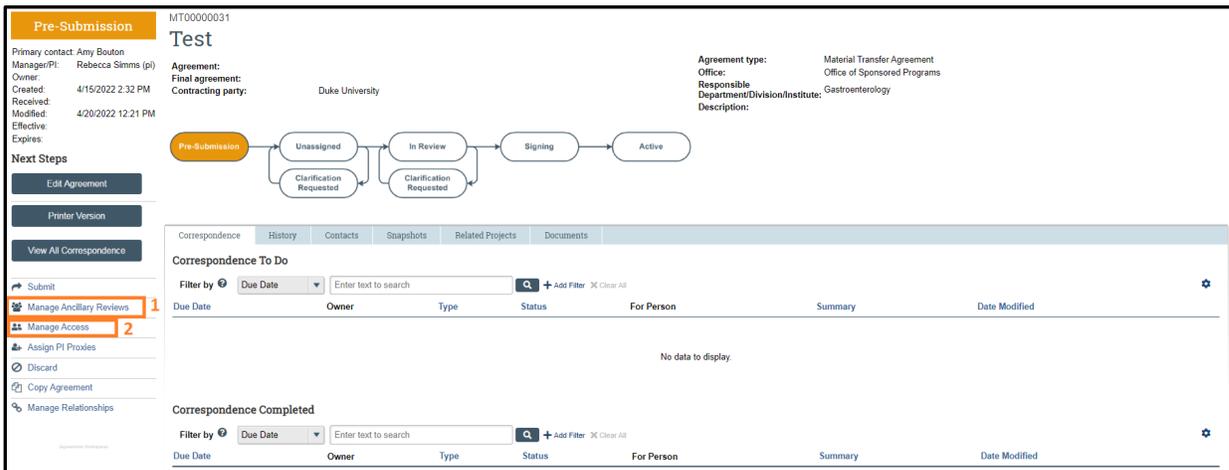
6. The Department Reviewer should send an email to somogc@hscmail.mcc.virginia.edu to alert SOMOGC that the Proposal is ready for review. Please include the FP # and/or URL in the email message.

3 Agreements

- Once the Agreement SmartForms are complete and ready for review, use the **Manage Ancillary Reviews** activity on the *Agreement Workspace* to request PI, Department Chair/designee (if applicable), and SOMOGC Administrator approval.

! ***Important:** For Non Funded Agreement types, please send the Ancillary Review request to Lauren Armstrong for SOMOGC approval. For Clinical Trial Agreement types, please send the Ancillary Review request to the SOMOGC administrator with portfolio assignment for the responsible department.*

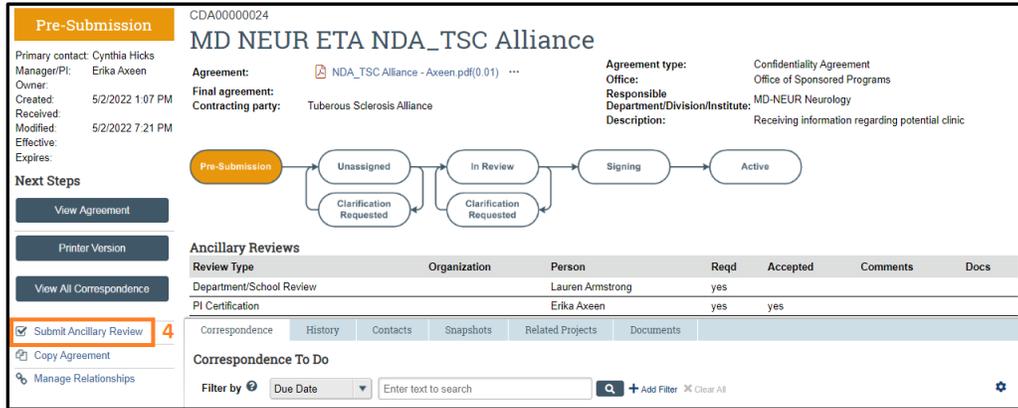
- If necessary, use the **Manage Access** activity to add Agreement Collaborators who will need edit rights to this Agreement.



The screenshot displays the Agreement Workspace for a 'Pre-Submission' agreement (ID: MT00000031, Title: Test). The interface includes a navigation menu on the left with the following items: Edit Agreement, Printer Version, View All Correspondence, Submit, **Manage Ancillary Reviews** (highlighted with a red box and '1'), **Manage Access** (highlighted with a red box and '2'), Assign PI Proxies, Discard, Copy Agreement, and Manage Relationships. The main content area shows a workflow diagram with stages: Pre-Submission, Unassigned, In Review, Signing, and Active. Below the diagram are two tables for 'Correspondence To Do' and 'Correspondence Completed', both currently displaying 'No data to display'.

- Do **NOT** use the **Submit** activity at this time. This activity will bypass the review process and will send the Agreement directly to OSP. SOMOGC will submit the Agreement to OSP once all review and approvals are complete.

- The PI and Department Chair/designee (if applicable) will login to the system and use the **Submit Ancillary Review** activity to provide their approval of the Agreement.



Pre-Submission CDA0000024
MD NEUR ETA NDA_TSC Alliance

Primary contact: Cynthia Hicks
 Manager/PI: Erika Axeen
 Owner:
 Created: 5/2/2022 1:07 PM
 Received:
 Modified: 5/2/2022 7:21 PM
 Effective:
 Expires:

Agreement: NDA_TSC Alliance - Axeen.pdf(0.01) ...
Final agreement:
Contracting party: Tuberous Sclerosis Alliance

Agreement type: Confidentiality Agreement
Office: Office of Sponsored Programs
Responsible Department/Division/Institute: MD-NEUR Neurology
Description: Receiving information regarding potential clinic

Next Steps

View Agreement
 Printer Version
 View All Correspondence

Submit Ancillary Review 4
 Copy Agreement
 Manage Relationships

Ancillary Reviews

Review Type	Organization	Person	Reqd	Accepted	Comments	Docs
Department/School Review		Lauren Armstrong	yes			
PI Certification		Erika Axeen	yes	yes		

Correspondence | History | Contacts | Snapshots | Related Projects | Documents

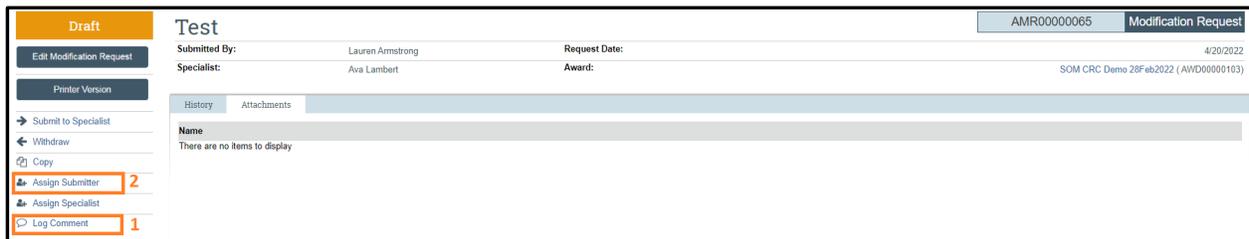
Correspondence To Do

Filter by Due Date Enter text to search + Add Filter Clear All

- The Study Team should send an email to somogc@hscmail.mcc.virginia.edu to alert SOMOGC that the Agreement is ready for review. Please include the Agreement # and/or URL in the email message.

4 Award Modification Requests (AMRs)

- Once the Award Modification Request SmartForms are complete and ready for review, request PI and Department Chair/designee approval (if applicable) via email. Each party will log into ResearchUVA PBH, find the AMR record, and use the **Log Comment** activity to document their approval. Alternatively, approval documentation in the form of an email or other correspondence can be uploaded to the record by the request initiator via the **Log Comment** activity.
- Once PI and/or Department Chair/designee approvals are completed, the request initiator will use the **Assign Submitter** activity to reassign the Submitter to the SOMOGC administrator responsible for the transaction.



- The request initiator should send an email to somogc@hscmail.mcc.virginia.edu to alert SOMOGC that the AMR is ready for review. Please include the AMR # and/or URL in the email message.



Important guidance on requesting Ancillary Reviews:

- When requesting Ancillary Reviews, please mark the Response Required question as “no” so that the transaction can continue to move forward through the routing/review process. Although these responses may be required in order to finalize a transaction, marking the requirement question as “yes” will prevent the action from being routed to the next review step due to the system’s processing rules. Required reviews will be verified via business process at the department and/or SOMOGC level and transactions will move forward only when all required approvals are in place.