

SOM NFA Submission – Quick Guide for PIs

1 Your department administrator will execute the

Create Agreement

Action and follow the process described in the [Submitting an Agreement to OSP Job Aid](#).

2 Before executing the **Submit** Action, your department administrator will execute the **Manage Ancillary Reviews** Action to create at least the following two Ancillary Reviews: (a) Department/School review assigned to Lauren Armstrong, SOMOGC Assistant Director of Operations; and (b) PI Certification assigned to you as the primary PI on the Agreement request form.

3 You can access all of the Ancillary Reviews pending your approval by navigating to your ResearchUVA Powered by Huron Dashboard¹ > My Reviews².

4 Once you have navigated to the record for which you would like to submit an Ancillary Review, execute the **Submit Ancillary Review** Action on the left side of the Agreement Workspace.

5 Select the review you are submitting by checking the box next your name³.

6 Indicate whether you approve the review by selecting ‘Yes’ under question 2⁴, or select ‘No’ and add any explanatory comments under question 3.

7 Upload any supporting documents as needed.

8 Press ‘OK.’

9 Exit the record. **PLEASE NOTE: DO NOT EXECUTE THE **Submit** ACTION AT THIS TIME.** Once all required Ancillary Reviews have been completed, the SOM Office of Grants and Contracts will execute the ‘Submit’ Action, which will transfer the request to OSP for assignment to the appropriate Contract Negotiator.

ID	Name	Date Created	Date Modified	State	Coordinator
CD40000028	Demo CDA_06 14 2022	6/14/2022 4:46 PM	6/14/2022 4:51 PM	Pre-Submission	
FP00000535	MC Test Proposal	4/28/2022 11:28 AM	6/8/2022 6:46 PM	Draft	MaryBeth Spaulding
SH40000096	SRA 5 10 2022	5/10/2022 2:54 PM	5/10/2022 2:55 PM	Pre-Submission	
FP00000537	New Funding Proposal 4/29	4/28/2022 11:10 AM	5/8/2022 4:40 PM	Draft	Nia Ren
FP00000542	05042022 Test of Ancillary Review	5/4/2022 5:51 AM	5/4/2022 6:09 AM	Draft	Susan Hennigan

1. * Select the review you are submitting:

Organization	Person	Review Type	Required
<input checked="" type="checkbox"/>	Stewart Craig	PI Certification	yes

2. * Do you accept the proposed agreements?

Yes No [Clear](#)

3. Comments:

4. Supporting documents:

[+ Add](#)

Name

There are no items to display

