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/*

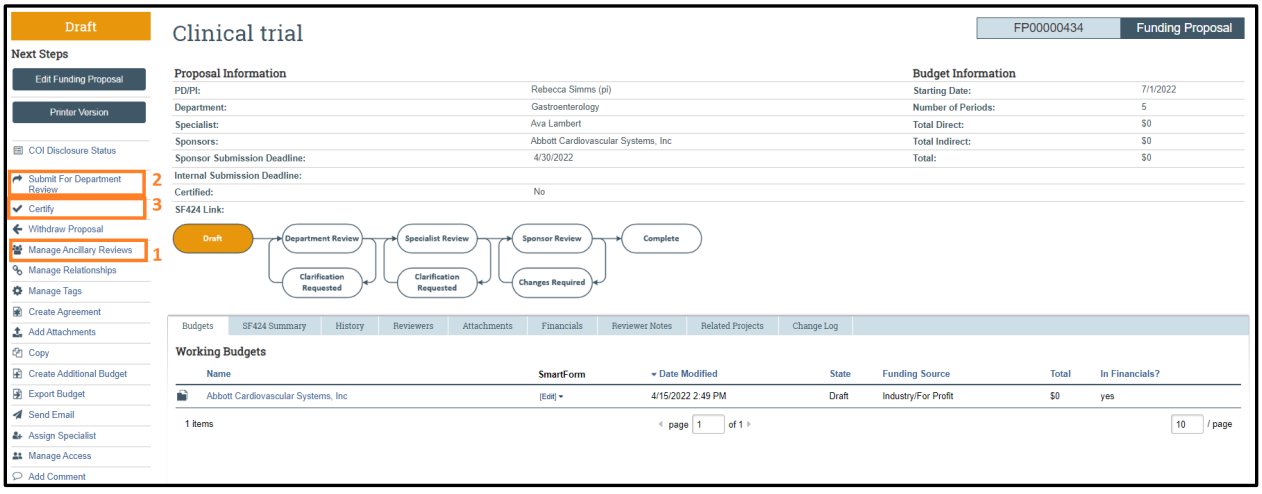
# 2 Funding Proposals

1. 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.

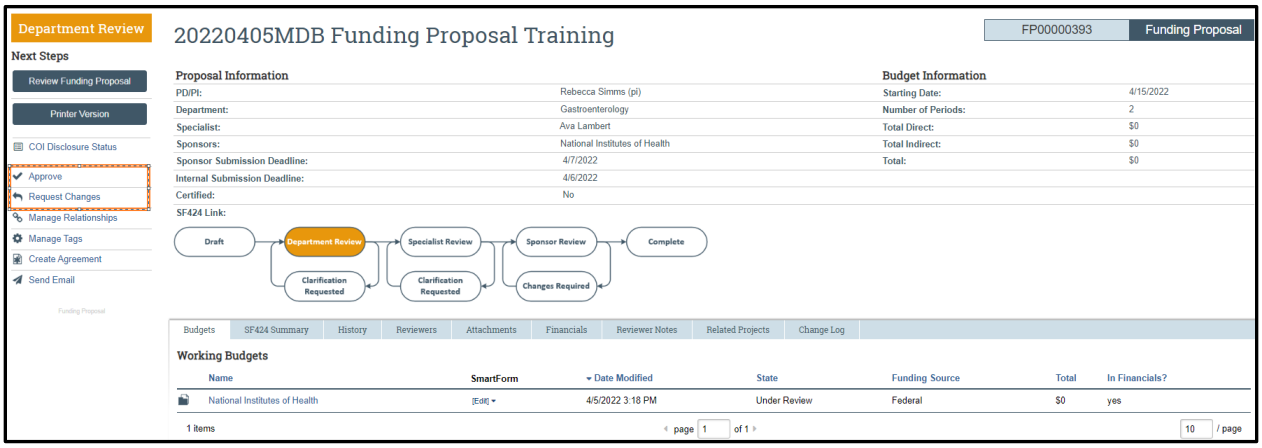
***Important:*** *If additional Ancillary Reviews are required (e.g. for Collaborating Unit Verification, F&A Waiver, Cost Share, etc), they should be requested at this step.*

2. 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.

3. The PI will login to the system and use the **Certify** activity to provide their approval.



4. 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.



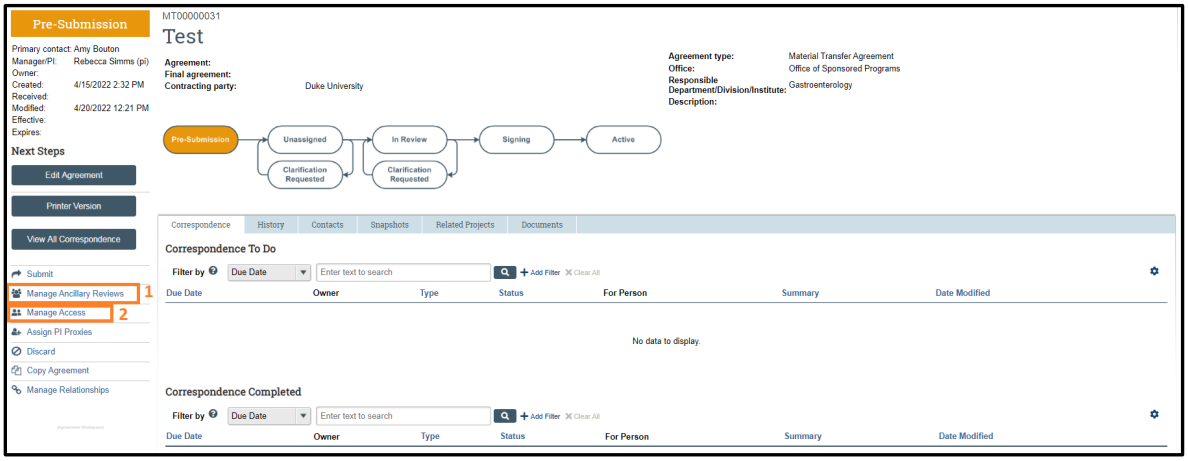

***Important:*** *If the Study Team member initiating the Funding Proposal is also a Department Reviewer, they may need to complete both steps 2 and 4 to move the proposal to Specialist Review.*

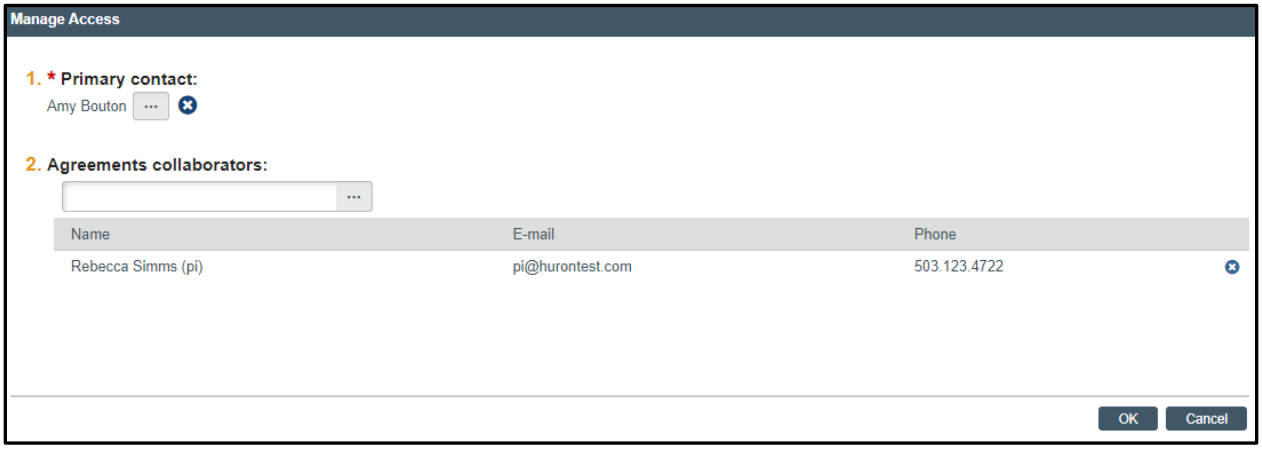
5. The Department Reviewer should send an email to somogc@hscmail.mcc.virginia.edu to alert SOMOGC that the Proposal is ready for review.

## 3 Agreements

1. 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.*



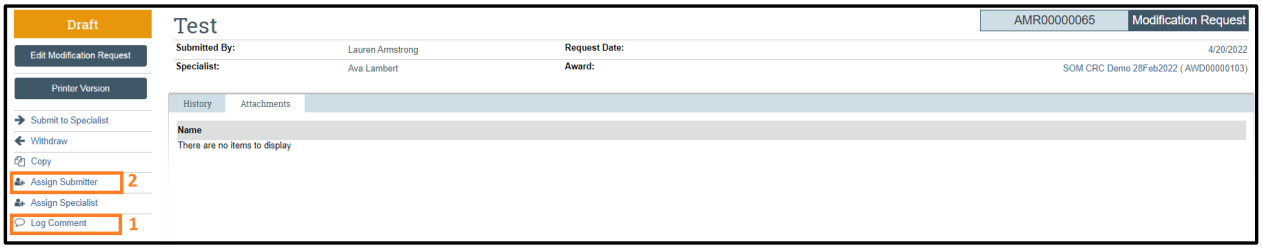




2. The Study Team/PI should send an email to somogc@hscmail.mcc.virginia.edu to alert SOMOGC that the Agreement is ready for review.

## 4 Award Modification Requests (AMRs)

1. 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.

2. 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.




3. The request initiator should send an email to somogc@hscmail.mcc.virginia.edu to alert SOMOGC that the AMR is ready for review.

***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.*