Your department administrator will execute the **Create Agreement** Action and follow the process described in the [Submitting an Agreement to OSP Job Aid](#).

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.

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

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.

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

Indicate whether you approve the review by selecting ‘Yes’ under question 2, or select ‘No’ and add any explanatory comments under question 3.

Upload any supporting documents as needed.

Press ‘OK.’

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.