



Submitting an Agreement to OSP

Overview

This Training Guide is designed to walk users through the process of initiating, creating, and submitting an Agreement to the Office of Sponsored Program (OSP) in the Research UVA (RUVA) System.

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Agreement Submission Overview

The RUVA Agreements module is used to create, negotiate, and execute funded and non-funded agreements. A full list of AGREEMENT TYPES and their definitions, documents required for Agreement submission, and additional information can be found [here](#).



PIs, Administrators, Study Team members, Lab Managers and Lab Staff, Clinical Research Coordinators, and others charged with submitting an Agreement to OSP in the Research UVA (RUVA) System will need to familiarize themselves with the Agreement they wish to submit. If there are still questions after reviewing the Agreement itself, this guide, the [Agreement Types section](#) of the Contracts webpage, and the help text in the RUVA System, please contact the [OSP Contracts Team](#).

How to Create an Agreement

Creating an agreement consists of completing the Agreement SmartForm (a series of tabs - sometimes called pages - designed to collect information and data about the agreement) and uploading documents for review by OSP.

To start, log in to RUVA. RUVA can be launched from the [RUVA home page](#). Users will log on using SSO (single sign on), with their UVA computing ID and password.

There are 2 places in RUVA in which a user can initiate the Create Agreement action.

1. On the **Dashboard** tab, click the Create dropdown arrow, which will enable the Create Agreement button:



OR

2. On the **Agreements** tab, click the Create Agreement button:



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Once the **Create Agreement** step has been initiated, the **Agreement Upload tab** appears. The Agreement Upload tab **must be completed and saved** in order to allow users access to the rest of the RUVA Agreement SmartForm tabs.

How to Complete the Agreement SmartForm Tabs

Each tab of the Agreement SmartForm must be completed. Mandatory fields are marked with a red asterisk: *



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

Help icons 

When finished with each section of the SmartForm, click CONTINUE to navigate through the rest of the SmartForm tabs. You can also click SAVE and return to the SmartForm later. **Clicking EXIT without saving may cause data to be lost.**

Once all the required (mandatory) information has been added to each Huron field within the SmartForm, users can switch back and forth between sections of the SmartForm by clicking the separated “tabs”.

IMPORTANT: Some fields are not marked as mandatory with an asterisk but are required to be filled out to ensure a timely and efficient review by OSP. It is best practice to fill out all fields accurately and completely, and questions about the fields should be directed to the [OSP Contracts Team](#).

Agreement Upload Tab

The first tab of the Agreement SmartForm collects information that will designate the type of Agreement that is being uploaded for review and negotiation by OSP.

1. * **Agreement manager/Principal investigator:**

1. **Agreement manager/Principal Investigator:** Enter or search for the PI’s name. People named as PIs on Agreements should be eligible to serve as PI per UVA policy. UVA defines PI eligibility in [RES-011: Investigator Eligibility Requirements and Responsibilities Related to Sponsored Programs](#). If the PI is

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not found in the system, work with your HR business partner and/or Submitting School admin team to have them added to the PI list.

2. * Administrative contact:

Jaime Petrasek  

2. **Administrative contact:** This field is automatically populated with the name of the person who created the agreement and can be changed if necessary.



The Administrative contact will be the main point of contact for all questions related to the Agreement. Whenever possible, it's important to list the actual departmental admin, clinical research coordinator, or other administrator who will be able to provide the most details about the agreement and any necessary supporting documents/information.

3. * Upload agreement draft: (or check the box below)

[None]  Upload

First draft to be generated internally?

3. **Upload agreement draft:** If the draft agreement or template document has already been provided to you, please attach it to the Agreements SmartForm by clicking the **Upload** button. However, if OSP staff are going to create the first draft of the agreement, check the “First draft to be generated internally” box instead.

4. Project Title or Identifier:

4. **Project Title or Identifier:** Type a short name for the agreement (less than 50 characters). This text will appear throughout the system as the agreement name (for example, in My Inbox). An example of a Project Title or Identifier naming convention template is below:

- PI Last Name_Department_Agreement Type Acronym_Project Start Year_Short Project Name:
 - Smith_AS-CHEM_DUA_2024_NSF Lasers
 - Harris_PV-BII_MTA_2025_Rochester Data Codes

5. * Agreement type:

5. **Agreement type:** Select the agreement type from the dropdown menu. For convenience, Agreement type definitions are available within RUVA when a user hovers over the name from the list in the dropdown menu. The definitions and other important information can also be found on the UVA OSP [Agreement Types section](#) of the Contracts webpage.

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Choosing the correct Agreement type is a vital part of the Agreement Upload process. The next set of tabs in the SmartForm will load depending on the type of agreement chosen in this step. **Choosing the incorrect Agreement type will likely require multiple corrections to be made by the submitting department, which can greatly delay the Contract Team's review and negotiation process.** If there are still questions regarding which Agreement type to choose after reviewing the Agreement document itself, the [Agreement Types section](#) of the Contracts webpage, and the help text in the RUVA System, please contact the [OSP Contracts Team](#).

6. Description:

- 6. Description:** While this field is not marked mandatory in Huron, **a description is required.** Please provide a detailed description of the project and the purpose of the agreement. If there is another PI involved in the project, including PIs outside of UVA, please provide their name and email address within the description.



Providing sufficient information about the project and the purpose of the Agreement will help the Contracts Team provide a timely review. Lack of sufficient details/information will result in a request for clarifications, which will require a revised record to be submitted back to the Contracts team; **this can greatly delay the review and negotiation process.** If there are questions regarding how to document a detailed description, please contact the [OSP Contracts Team](#).

7. Supporting documents:

+ Add

Name

There are no items to display

- 7. Supporting documents:** Attach any supporting documents that may be required to review or issue the agreement. Documents uploaded here will also appear in the Documents tab of the workspace.



Required documents to be uploaded will depend on what kind of Agreement has been uploaded or is being created for review and negotiation. For example, some helpful and/or required documents **may** include:

- compliance/supporting documents (i.e., IRB approval, IRB exemption, or print out from online tool showing research is non-HSR so IRB review not needed,

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	<p>etc.), any helpful email chains with background info or context, and any other helpful compliance/supporting docs you may have</p> <ul style="list-style-type: none">• prior Agreements in place that may inform the Contracts Team review• Data types, if applicable• Scope of Research• Materials being sent/received, if applicable <p>Examples of helpful and required documents to upload for each Agreement have been listed on the Agreement Types section of the Contracts webpage, and within the help text in the RUVA System. If there are questions regarding what you should upload to this section, please contact the OSP Contracts Team.</p>
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8. * Does this request require UVA to provide funding (>\$500) to an outside party for goods and services?: 

Yes No [Clear](#)

8. **Answer Yes or No:** As described in the help text, this question is aimed at ensuring that the agreement should not be routed through the appropriate procurement office to secure goods and/or services, as opposed to the Office of Sponsored Programs.

General Information Tab

The General Information Tab collects both general information about the Agreement and contact information the Contracts Team will use during Agreement review and negotiation.

1. * Select a counterparty or the subrecipient (you can add additional counterparties below with question #6):

If you cannot find the organization in the list above, enter its information here:
New counterparty name:

1. **Select a counterparty or the subrecipient:** Select the name of the counterparty or subrecipient associated with this agreement. Search thoroughly by using the wild card (“%”) before part of the counterparty/subrecipient’s name in the search box.



Adding New Counterparties/Subrecipients to RUVA

It is possible that the counterparty or subrecipient you are working with has not yet been added to the RUVA database. The OPR Info Team, in conjunction with the Office of Research Security (ORS), must vet and add new counterparties/subrecipients to RUVA before the Agreement 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 Agreement creators and/or study teams directly. After the vetting process is complete, the Info Team will add the counterparty/subrecipient to

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RUVA and inform Agreement creators via the ticket that the counterparty/subrecipient 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 counterparty/subrecipient was vetted just prior to being created in RUVA, no further action is needed; the warning can be disregarded.*

If counterparty/subrecipient name is missing from the RUVA database, follow the additional steps below:

1. Email the Info Team at osp-infoteam@virginia.edu to set up a new counterparty/subrecipient in RUVA, including all pertinent contact information, names, and links as applicable.
2. Be sure to type the “New counterparty name” in the field provided:

1. * Select a counterparty or the subrecipient (you can add additional counterparties below with question #6):

If you cannot find the organization in the list above, enter its information here:
New counterparty name:

3. After the Info Team informs you that the new counterparty/subrecipient has been vetted and added to RUVA, return to this page, add the counterparty/subrecipient to Question 1, and remove the name from “New counterparty name” field. **This should be completed prior to submitting the Agreement for review.**

2. Counterparty contact name:

3. Counterparty contact e-mail:

4. Counterparty contact phone:

2, 3, and 4: For Questions 2, 3, and 4, enter the contact information for the counterparty. **Though not marked with an asterisk, the counterparty contact name and e-mail address are required.**



The Counterparty contact name should be an official authorized to review and negotiate with UVA, and not the counterparty's PI. The counterparty contact name and e-mail address for this person are required.

5. * Responsible department/division/institute: ?

5. **Responsible department/division/institute:** This field will default to the department/division/institute of the Agreement Manager/PI entered on the Agreement Upload page. If the default field is not correct, select the UVA organizational unit responsible for this agreement.

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6. Agreement collaborators: (institutional staff given read/edit permissions for this agreement)

Name	E-mail	Phone
There are no items to display		

- 6. Agreement collaborators:** Add any UVA team members or leadership that may need view/read/edit access for the Agreement (e.g., Department Administrators, Lab Managers, Clinical Research Coordinators, Lab Technicians, etc.). **If you are re-assigning the Administrative Contact/Primary Contact for any reason, add yourself to the collaborator list as well to maintain view/read/edit access to the agreement.**

7. Additional counterparties:

Counterparty	Contact Name	Contact email	Counterparty contact phone	Counterparty address
There are no items to display				

Add Counterparty

1. Select a counterparty:

If you cannot find the organization in the list above, enter its information here:

Counterparty name:

2. Counterparty contact name:

3. Counterparty contact e-mail:

4. Counterparty contact phone:

5. Counterparty address:

- 7. Select additional counterparties:** Add any additional counterparties associated with this agreement by clicking “+ Add” in Question 7 (this step can be repeated multiple times to add several counterparties). Clicking “+ Add” will open a new box. In field #1 of the new box, search thoroughly by using the wild card (“%”) before part of the counterparty’s name in the search box. If the name is missing from the RUVA database, free type the name into the “New counterparty name” field, and follow the additional steps below:

1. Email the Info Team at osp-infoteam@virginia.edu to set up a new counterparty in RUVA, including all pertinent contact information, names, and links as applicable.
2. Be sure to type the “Counterparty name” in the field provided.
3. Add the Counterparty contact information in the fields for Questions 2, 3, 4, and 5, keeping in mind that the Counterparty contact name should be an official authorized to review and negotiate with UVA, and not the counterparty's PI. The counterparty contact name and e-mail address for this person are required.
4. Click “OK” or “OK and Add Another”, depending on how many additional counterparties you wish to add.
5. After the Info Team informs you that the new additional counterparty has been vetted and added to RUVA, return to this page, add the counterparty to Question 7. **This should be completed prior to submitting the Agreement for review.**

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8. Counterparty address:

8. **Counterparty address:** If you manually added the Counterparty contact information in Step 1, add the counterparty address.



Huron Patch Update

Research Security Warning Message:

After adding an *existing* entity into the counterparty, direct, or prime sponsor fields in RUVA, a Research Security warning may appear on the record's Workspace.

Agreements > MT 9-26-2024 Help

Pre-Submission MT00001041
MT 9-26-2024

Primary contact: Jaime Petrasek
Manager/PI: Jaime Petrasek
Owner: Jaime Petrasek
Created: 9/26/2024 1:17 PM
Received: 3/11/2025 5:06 PM
Modified: 3/11/2025 5:06 PM
Effective:
Expires:

Agreement: MT00001041
Final agreement: MT 9-26-2024
Contracting party: Clinipace, Inc.
Contracting party ID: SPN-00274

Agreement type: Material Transfer Agreement
Office: Office of Sponsored Programs
Responsible Department/Division/Institute: CC0945 RS-OSP-General Administration
Description:

Next Steps

Contracting party ID: SPN-00274 **One or more of the sponsors/counterparties require further review. Check with Office of Research Security before proceeding.**

The warning will appear when the entity has been flagged during the research security review process. **This warning will show on all RUVA records (agreement, agreement amendment, proposal, award, award modification, etc.).**

In cases where the warning appears, additional review and guidance needs to be provided by the Office of Research Security **PRIOR to agreement finalization**. The additional review process must be initiated by **creating an Ancillary Review that will notify ORS**.

The ancillary review must include the following details:

1. Select Foreign Influence (Research Security) as the organization
2. Choose "Other" as the Review Type
3. Mark "Yes" for Response Required
4. Include a comment about the warning message

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Manage Ancillary Reviews

1. Identify each organization or person

+ Add

Review Type	Org	Person
There are no items to display		

Add Ancillary Review

1. * Select either an organization or a person as reviewer:

Organization: Foreign Influence (Research Security) ... ✕

Person: [] ...

2. * Review type:

Other ▾

3. * Response required?

Yes 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

* Required

OK OK and Add Another Cancel

The Agreement may not be finalized until ORS has reviewed and completed the Ancillary Review.

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

Additional SmartForm Tabs

Additional SmartForm tabs, with corresponding Help text, will display based on the Agreement type selected on the Agreement Upload tab. Complete the questions on the additional tabs as necessary and click Continue to navigate all the way to the Completion Instructions tab. Helpful information regarding each specific Agreement type can be found on the [Agreement Types section](#) of the Contracts webpage, within the Additional SmartForm tabs help text, and by contacting the [OSP Contracts Team](#).

Completion Instructions Tab

Completion Instructions 

Completion Instructions

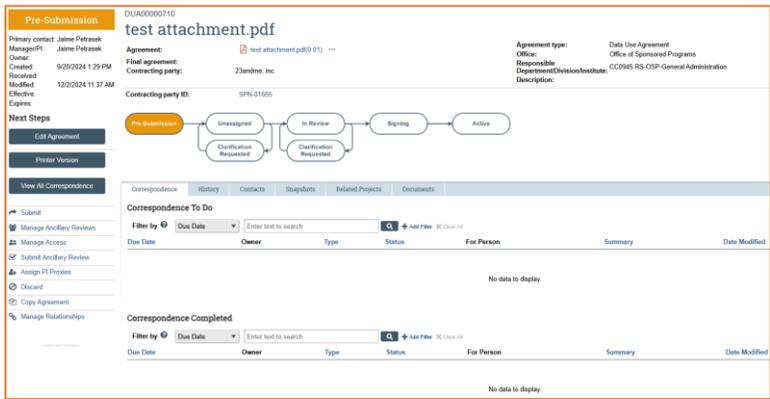
You have reached the end of the Agreement form. Read the next steps carefully:

1. Click **Validate** to verify that all required questions in this Agreement form are answered.
2. Correct any errors or omissions and refresh the error report.
3. When no errors are reported, click **Finish** to exit the form.
4. From the workspace, click **Submit** to send the Agreement for review.

This tab is informational only and requires no data entry. When ready, click Finish to complete the SmartForm.

The Agreements Workspace now displays in the PRE-SUBMISSION state:



The screenshot shows the 'Pre-Submission' workspace for agreement ID DUA0000710. The title is 'test attachment.pdf'. Key details include: Primary contact: Jaime Petrasek; Agreement type: Data Use Agreement; Contracting party: 23andme, Inc.; and Contracting party ID: SPN-01055. A workflow diagram shows the process from 'Pre-Submission' to 'Unsigned', 'Classification Requested', 'In Review', 'Signing', and 'Active'. Below the diagram are two tables for 'Correspondence To Do' and 'Correspondence Completed', both showing 'No data to display'.

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Do NOT submit the agreement without PI certification and all required approvals.

Follow the instructions below to request the required PI certification and approval from the cognizant Submitting Office Officials according to your unit's business process. These required approvals are collected via the **Manage Ancillary Review Activity** (review process). The recipients of the Ancillary Review will review your agreement and approve the Ancillary Review. Once the record is certified by the PI and approved according to your unit's business process, execute the "Submit" activity to move the agreement to OSP for review and negotiation.

PI and Unit Approvals

When the agreement is ready for Submitting Office (unit-level) review, click **Manage Ancillary Reviews**:

Pre-Submission DUA00000710
Primary contact: Jaime Petrasek
Manager/PI: Jaime Petrasek
Owner: Jaime Petrasek
Created: 9/20/2024 1:29 PM
Received: 12/2/2024 11:37 AM
Modified: 12/2/2024 11:37 AM
Effective:
Expires:

Next Steps

- Edit Agreement
- Printer Version
- View All Correspondence
- Submit
- Manage Ancillary Reviews**
- Manage Access
- Submit Ancillary Review
- Assign PI Proxies
- Discard
- Copy Agreement
- Manage Relationships

Agreement: test attachmen
Final agreement:
Contracting party: 23andm
Contracting party ID: SPN-0

Correspondence To Do

Filter by Due Date
Due Date Owner

Correspondence Completed

Then click **+ Add**:

Manage Ancillary Reviews

1. Identify each organization or person who should provide additional review

+ Add

Review Type	Org	Person	Reqd	Accepted	Notify Now	Notified	Comments	Docs
There are no items to display								

OK Cancel

Submitting an Agreement to OSP

Add Ancillary Review

1. * Select either an organization or a person as reviewer:
Organization: ...
Person: ...

2. Review type:

3. * Is a response required?
 Yes No [Clear](#)

4. Send notification now?
 Yes No [Clear](#)

5. Comments:

6. Supporting documents:
 + Add

* Required

1. **Select either an organization or a person as reviewer:** Select the appropriate approver such as the cognizant Submitting Office Official as the Person field.
2. **Review type:** Select the review type of either **PI Certification** or **Dean's Office**. *Note that department chair approvals may be categorized as Dean's Office.*
3. **Is a response required?** Select **YES** - a response is required.
4. **Send notification now?** Selecting **YES** to this question will send an automated email from Huron to the person chosen in Question 1. The email will include a direct link to review and approve/submit the required ancillary review.
5. **Comments:** Add any relevant supporting comments.
6. **Supporting documents:** Add any relevant supporting documents

If you are only adding ONE Ancillary Review, click OK.

However, should you need to add more, the steps described in this section may be repeated for additional Ancillary Reviews by clicking "OK and Add Another":

name
There are no items to display

* Required

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Unit-level approval and business processes are defined by Submitting Office Officials. Should you have questions about who to assign via the Ancillary Review process, please reach out to your unit's Submitting Office Officials.

Managing Relationships and Access

There are additional actions that may be appropriate for your Agreement submission. **Managing Access** and **Managing Relationships** may be necessary and useful for your own business processes and for the eventual Agreement review and negotiation.

Managing Access allows you to add additional UVA personnel to the record as Agreement collaborators.

Managing Relationships allows you to tie RUVA records together as necessary. For example, you may wish to add a Funding Proposal (FP) record to an agreement you are creating to submit for review. You may also wish to add an Award/Grant record to an agreement you are creating to submit for review. The **Manage Relationships** activity allows users to seamlessly add records to one another to create a record relationship.

The screenshot displays the 'Manage Access' interface. On the left, a sidebar contains a 'Pre-Submission' section with details like 'Primary contact: Jaime Petrasek' and 'Created: 9/20/2024 1:29 PM'. Below this are buttons for 'Edit Agreement', 'Printer Version', and 'View All Correspondence'. A navigation menu includes 'Submit', 'Manage Ancillary Reviews', 'Manage Access' (highlighted with a red box), 'Submit Ancillary Review', 'Assign PI Proxies', 'Discard', 'Copy Agreement', and 'Manage Relationships'. The main content area is titled 'Manage Access' and shows two sections: '1. * Primary contact:' with 'Jaime Petrasek' and an ellipsis button, and '2. Agreements collaborators:' with an empty search box and an ellipsis button, both highlighted with red boxes. Below the search box is a 'Name' label and the text 'There are no items to display'.

Manage Access: If there are additional UVA personnel you wish to add as Agreement collaborators, search for their names with the ellipses (3 dots) and add them to the record.

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Primary contact: Jaime Petrasek
Manager/PI: Jaime Petrasek
Owner:
Created: 9/20/2024 1:29 PM
Received:
Modified: 12/2/2024 11:37 AM
Effective:
Expires:

Next Steps

- Edit Agreement
- Printer Version
- View All Correspondence

Submit

- Manage Ancillary Reviews
- Manage Access
- Submit Ancillary Review
- Assign PI Proxies
- Discard
- Copy Agreement
- Manage Relationships

Manage Relationships

1. Related submissions:

ID	Name	Owner	Organization	Project Type
There are no items to display				

2. Comments:

3. Supporting documents:

Name	Description
There are no items to display	

Manage Relationships: If there is an existing Proposal/Award record also in the RUVA Grants module, use the “Manage Relationships” activity on the Agreements Workspace to link the records. Supporting comments and documents may also be added.

How to Submit the Agreement to OSP

When the agreement is ready for review and negotiation by a member of the OSP team, it is time to submit the Agreement.



IMPORTANT PROCESS NOTE FOR UVA SCHOOL OF MEDICINE PIs

If the Principal Investigator is housed within the SOM, **the SOMOGC team will submit the agreement record to OSP for review and negotiation.** Please follow the applicable process and procedure instructions for submitting the agreement record link to SOMOGC@uvahealth.org. Instructions and guidance documents for routing agreements can be found on the SOMOGC website under the “Routing and Approvals” section of this page: <https://med.virginia.edu/grants-and-contracts/site-menu/forms/>.

For all other schools (non-SOM) across UVA grounds, follow the steps below:

Submitting an Agreement to OSP

Primary contact: Jaime Petrasek
Manager/PI: Jaime Petrasek
Owner:
Created: 9/20/2024 1:29 PM
Received: 12/2/2024 11:37 AM
Effective:
Expires:

Next Steps

- Edit Agreement
- Printer Version
- View All Correspondence
- Submit**
- Manage Ancillary Reviews
- Manage Access
- Submit Ancillary Review
- Assign PI Proxies
- Discard
- Copy Agreement
- Manage Relationships

Submit

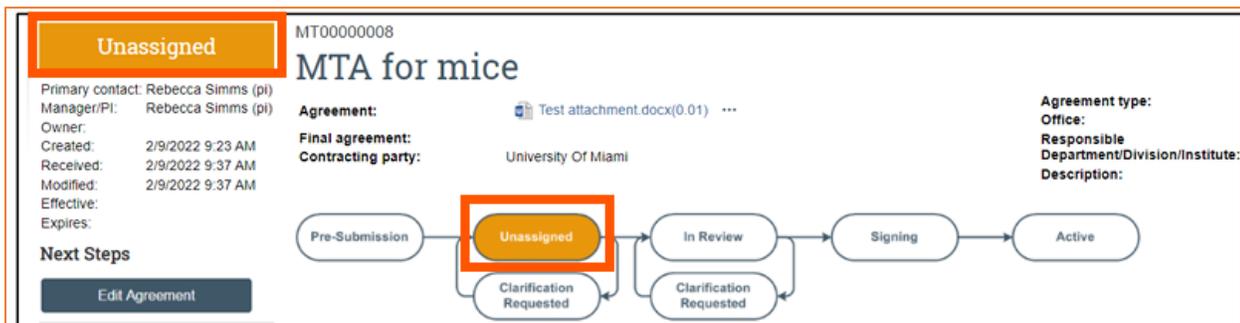
By clicking OK below you are attesting that:

- All information provided is accurate and filled out to the best of your ability.
- Everything related to this agreement has been included.

OK Cancel

1. Click **SUBMIT** on the left-hand side of the screen.
2. Review the language that appears and if you agree, click **OK**. Click **CANCEL** to edit the agreement prior to submission.

You are now finished with the agreement creation process. After submitting your agreement to OSP, the state will update to the **Unassigned** state.



Agreements remain editable to you while in the **Pre-Submission** and **Unassigned** states. After the agreement has been moved to the Internal Review state (which indicates an Agreement Owner has been assigned), you will have view only access to the agreement.

Once the Agreement Owner has been assigned to a member of the OSP team, you will be able to see who your direct contact is (Agreement Owner). Further questions regarding the Agreement may be addressed to the Owner via email.

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Agreements > Agreement for: EN-CS-Kuo-Delta

Internal Review

Primary contact: Neda Burtman-Wetmore
Manager/PI: Yen-Ling Kuo
Owner: Mia Abernathy
Created: 11/22/2024 9:23 AM
Received: 11/22/2024 9:30 AM
Modified: 12/4/2024 4:42 PM
Effective:
Expires:

SRA00002433

Agreement for: EN-CS-Kuo-Delta

Agreement: 2024 Contract agreement_UVA_Delta_V1121.docx(0.01) ...
Final agreement:
Contracting party: Delta Electronics, Inc.

Agreement type: Sponsored Research Agreement
Office: Office of Sponsored Programs
Responsible Department/Division/Institute: CC0448 EN-Comp Science Dept
Description: PoP: 12/01/2024-11/30/2025
Amount: \$114,000

Contracting party ID: SPN-04483

```
graph LR; A[Pre-Submission] --> B[Unassigned]; B --> C[In Review]; C --> D[Signing]; D --> E[Active]; B --> B1[Clarification Requested]; B1 --> B; C --> C1[Clarification Requested]; C1 --> C;
```

There are no Ancillary Reviews to show at this time.

Correspondence	History	Contacts	Snapshots	Related Projects	Documents
----------------	---------	----------	-----------	------------------	-----------

Filter by **Activity** **+** Add Filter **×** Clear All

Activity Author Activity Date