Navigating the RUVA Legacy Archive

Overview

This Quick Reference Guide is designed to walk users through navigating the **ResearchUVA Legacy Archive**.

The ResearchUVA Legacy Archive is a searchable repository of documents from the ResearchUVA Legacy system. You can search using known information from an Award, Proposal, Project, or Non-Funded Agreement (NFA). From there, you can filter and sort results to locate the appropriate document.

What is included in this Archive?

Any documents associated with awards, proposals, projects or any non-funded agreements that were awarded or declined.

What is not included in this Archive?

Any proposals that were listed as pending will not be brought over into this system. Additionally, while information that was captured as "Additional Info" in the Actions section of RUVA Legacy will come over, *comments from the Update History section* will not appear.

Who has access to this Archive?

A group of users were automatically given access based upon recent use of the RUVA Legacy system. Users who were not automatically given access can request access by emailing osp-infoteam@virginia.edu. You will need to provide a rationale, based on what you need to access in the Archive system.

The reporting platform Juice is still available and is not affected by this transition.

You can find the login link to Juice HERE (expand System Login and Resources for more information).
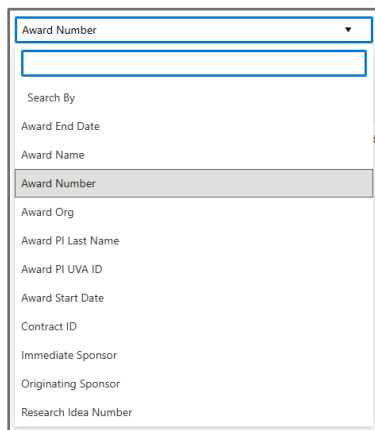
Navigating to Documents

1. Log into the Legacy ResearchUVA Archive.

On the **Home** page:

2. Click the appropriate button or use the drop-down LegacyDocuments menu to begin searching using known information about Awards, Proposals, Projects, or NFAs.
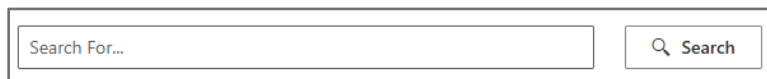
On the **Legacy Documents** page:

3. In the drop-down menu, select the category of the search parameter you'll be using.
   - The default will be Award Number, Proposal Number, Project Number, or NFA Number.

Award Number ▼
Search By
Award End Date
Award Name
Award Number
Award Org
Award PI Last Name
Award PI UVA ID
Award Start Date
Contract ID
Immediate Sponsor
Originating Sponsor
Research Idea Number

4. In the Search bar, type your information and click the **Search** button.

Search For…	🔍 Search

In the **Search Results** table:

5. View high-level results as rows with column headers for Research Idea, Number, Immediate Sponsor, Originating Sponsor, PI, Org, Contract ID, Start Date, and End Date.

6. Sort or Filter any column by clicking on the vertical ellipsis, then choosing to sort ascending or descending, choosing which columns to include in your view, or filtering on a word or words:
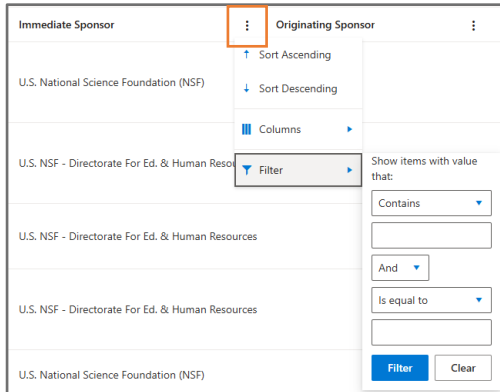
7. Export to Excel by clicking on the button. Any sorting or filters applied using these functions will transfer into your excel export.

8. Once you have identified the row(s) you want to view in more detail, click on the arrow on the left side of the row:
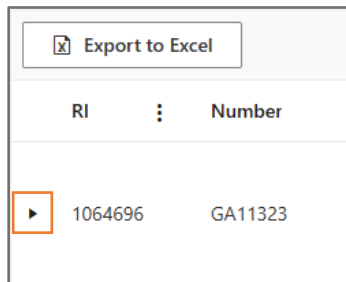

In the **Details Table**:

9. View details such as Actions, Related Award Numbers, Related Project Numbers, and Related Proposal Numbers.

In the **Action Tab**:

10. Navigate the results within the following columns:
    - Link – provides a link to the document (where it is stored)
    - Action Number – Tells you which Action Number this document is associated with
    - Action Type – Categorizes what type of action the document is associated with
    - Document – Gives the name of the document
    - Closed On – Provides the date the action was closed (Note: 01/01/0001 is a null date, indicating there was no date in the original system)
    - Additional Info – Provides additional info that was included in the Action in the original system (not comments from History Updates in the original system)

11. Group, filter, or sort results to find the documents you need:
    - Grouping –
        - The system default is to group results by Action Number in ascending order, and it appears under the "Export to Excel" button.
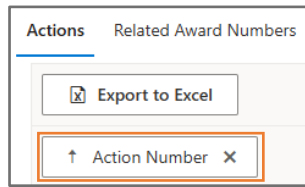
- o You can undo this grouping by clicking the x next to that filter. You can add your own grouping(s) by dragging a column header into this area.
- o When grouping by multiple items, the *order of the items* does affect how the information is grouped.
- Sorting/Filtering –
  - o Sort or Filter any column by clicking on the vertical ellipsis, then choosing to sort ascending or descending, choosing which columns to include in your view, or filtering on a word or words.
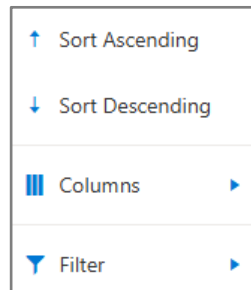
12. Export to Excel by clicking on the button. Any sorting or filters applied using these functions will transfer into your excel export.

Additional Support

Office Hours:

1. For help navigating the new RUVA Legacy Archive system, schedule 1:1 office hours.

Requesting data:

2. For data that cannot be found in the new RUVA Legacy Archive system (ex. proposals that were listed as pending) and for which there is a *critical need*, requests can be sent to Info Team to retrieve the data from the Azure system. Requestors will need to send an email to osp-infoteam@virginia.edu and provide details about what they are looking for and why.