University of Virginia

ResearchUVA Powered by Huron

Job Aid: Managing Award Deliverables

1   Award Deliverables Overview

Deliverables are entered in the system by the Research Community during award setup. The Research Community is also responsible for reviewing and updating deliverables as appropriate.

OSP will complete deliverables upon notification from the award Principal Investigator (PI), Responsible Party, or Administrative Contact.

A reminder email notification is sent to the "Responsible Party" and all other staff selected to receive deliverable notifications when the deliverable due date is 90 days, 60 days and 30 days out. Email notifications are not sent once the due date has passed.

A list of deliverables is displayed on the Deliverables tab of the *Award Workspace*.

Modifications	Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments	...

The deliverables associated with this award are listed below. If you want to modify the deliverables, use the Manage Deliverables activity.

Filter by ❓ Owner First ▼ Enter text to search 🔍 ➕ Add Filter ✖ Clear All   Export to CSV ⚙

Deliverable	Owner First	Owner Last	Due Date	Status	Completion Date	Completed By
RPPR	Rebecca	Simms (pi)	5/1/2023	Not Started		
RPPR 2	Rebecca	Simms (pi)	5/1/2024	Not Started		
RPPR 3	Rebecca	Simms (pi)	5/1/2025	Not Started		
RPPR 4	Rebecca	Simms (pi)	5/1/2026	Not Started		
Final Technical Report	Rebecca	Simms (pi)	10/27/2027	Not Started		

2   Add a Deliverable

1.   Navigate to the *Award Workspace* and click the **Manage Deliverables** activity.

2.   In the *Manage Deliverables* window, click the **Add** button.

Manage Deliverables

1. Add deliverables: ❓

➕ Add

Name	Due Date	Responsible Party	Status	Completion Date	
RPPR	5/1/2023	Rebecca Simms (pi)	Not Started		✖
RPPR 2	5/1/2024	Rebecca Simms (pi)	Not Started		✖
RPPR 3	5/1/2025	Rebecca Simms (pi)	Not Started		✖
RPPR 4	5/1/2026	Rebecca Simms (pi)	Not Started		✖
Final Technical Report	10/27/2027	Rebecca Simms (pi)	Not Started		✖

3.   In the *Add Deliverable* window, complete the fields as noted below. When complete, click **OK**.

   a.   **Name** – Enter a short, descriptive name for the deliverable.

   b.   **Deliverable description** – Describe the action or work requirement necessary to complete this deliverable.

c. **Set number of occurrences** – Indicate the number of times the deliverable action or task should occur.

d. **Frequency** – Indicate how often the deliverable should occur based on the setup number of occurrences indicated.

The "Frequency" and "Set number of occurrences" fields work together to create multiple deliverables when applicable. For example, if three annual reports are required, enter "3" for "Set number of occurrences" and "Annual" for the "Frequency." After clicking **OK**, three deliverables are displayed – one for each annual report.

Note: For the "Final" and "On Demand" options, only one occurrence is created.

e. **Due Date** – Date the deliverable is due.

f. **Responsible party** – Select the primary person responsible for completing this deliverable. This person will receive deliverable notifications.

g. **Additional staff receiving deliverable notification** – All award editors are listed; however, this list can be modified as necessary.

4. Add additional deliverables as needed. When complete, click **OK**.

5. Deliverable information can be reviewed on the Deliverables tab of the *Award Workspace*.

3   Complete a Deliverable

Specialists will complete deliverables in ResearchUVA PBH. Follow the steps below to notify a Specialist that a deliverable has been completed using the "Send Email" activity (other roles, such as the PI, do not have the ability to complete deliverables).

1. From the *Award Workspace,* click the **Send Email** activity.

2. In the *Send Email* window complete the following:

   a. **1. Email subject line** – Use a subject line to let the Specialist know the deliverable is complete.

   b. **2. Select at least one group of recipients** – Check the **Specialist** box (you may check other boxes for informational purposes).

   c. **3**. **Comments to be included in the email** – Provide the Specialist with information about the deliverable completion.

   d. **4**. **Supporting documents** – Optional, attach deliverable documents if needed.

   e. Click **OK** to submit the email.

   f. The Specialist will complete the deliverable upon receipt and review of the email.

3. Deliverable information can be reviewed on the Deliverables tab of the *Award Workspace*.