

# **UFIRST Training Manual**

Division of Sponsored Programs  
UF Training & Organizational  
Development



**TABLE OF CONTENTS**

<b>UFIRST</b>	<b>5</b>
INTRODUCTION	5
ADDITIONAL RESOURCES	5
HOW TO USE THIS MANUAL	5
ACKNOWLEDGEMENTS	5
<b>UFIRST SYSTEM LOGISTICS</b>	<b>6</b>
BROWSER INFORMATION	6
SECURITY ROLES	6
<b>QUICK TOUR</b>	<b>7</b>
ACCESSING THE SYSTEM	7
NAVIGATION	7
UFIRST SECTIONS	12
UFIRST PROPOSAL STATES	21
<b>STARTING A NEW PROPOSAL</b>	<b>24</b>
IMPORTANT INFORMATION TO KNOW	24
PROPOSAL SMARTFORM	24
STEP-BY-STEP PROCESS	25
PROPOSAL WORKSPACE	39
ACTIONS/ACTIVITIES IN DRAFT STATE	41
<b>WORKING ON THE BUDGET</b>	<b>42</b>
IMPORTANT INFORMATION TO KNOW	42
BUDGET WORKSPACE	42
STEP-BY-STEP PROCESS TO CREATING A BUDGET	43
ADDITIONAL GRIDS	59
<b>COST SHARE IN UFIRST</b>	<b>64</b>
IMPORTANT INFORMATION TO KNOW	64
COST SHARE BUDGET	65
STEP-BY-STEP PROCESS	65
ADDITIONAL COST SHARE GRIDS	74

<b>HIDE/SHOW ERRORS</b>	<b>78</b>
<hr/>	
<b>STEP-BY-STEP PROCESS</b>	<b>78</b>
<hr/>	
<b>PRE-WORKFLOW ACTIVITIES</b>	<b>81</b>
<hr/>	
<b>ATTACH SUBMISSION DOCUMENTS</b>	<b>82</b>
<b>ADD INTERNAL DOCUMENTS</b>	<b>84</b>
<b>CALCULATE UNRECOVERED INDIRECTS</b>	<b>87</b>
<b>CREATE ADDITIONAL BUDGET</b>	<b>87</b>
<b>MANAGE ADDITIONAL ACCESS</b>	<b>88</b>
<b>TERMINATE PROPOSAL</b>	<b>90</b>
<hr/>	
<b>APPROVAL WORKFLOW</b>	<b>91</b>
<hr/>	
<b>IMPORTANT INFORMATION TO KNOW</b>	<b>91</b>
<b>OVERVIEW OF THE APPROVAL WORKFLOW</b>	<b>91</b>
<b>ADDITIONAL ACTIVITIES</b>	<b>98</b>
<hr/>	
<b>POST SUBMISSION ACTIVITIES</b>	<b>101</b>
<hr/>	
<b>NOTIFY DSP OF POST SUBMISSION UPDATE</b>	<b>101</b>
<b>RESPOND TO POST SUBMISSION REQUEST</b>	<b>104</b>
<hr/>	
<b>ACTIVITIES BY STATE AND ROLE</b>	<b>106</b>
<hr/>	
<b>STUDY STAFF ACTIVITIES</b>	<b>106</b>
<b>PRINCIPAL INVESTIGATORS (PI) ACTIVITIES</b>	<b>108</b>
<b>COST SHARE APPROVER ACTIVITIES</b>	<b>110</b>
<b>UNIT APPROVER ACTIVITIES</b>	<b>111</b>
<hr/>	
<b>REVIEWERS AND APPROVERS</b>	<b>112</b>
<hr/>	
<b>IMPORTANT INFORMATION TO KNOW</b>	<b>112</b>
<b>PI CERTIFICATION</b>	<b>112</b>
<b>COST SHARE APPROVAL</b>	<b>114</b>
<b>AD HOC REVIEW RESPONSE</b>	<b>118</b>
<b>UNIT (DEPARTMENT) APPROVERS</b>	<b>120</b>
<hr/>	
<b>SF 424 APPLICATION PACKAGE</b>	<b>124</b>
<hr/>	
<b>OVERVIEW</b>	<b>124</b>

<b>WHO CAN CREATE THE SF424 APPLICATION PACKAGE IN UFIRST?</b>	<b>125</b>
<b>WHO CAN VIEW THE SF424 APPLICATION PACKAGE?</b>	<b>126</b>
<b>WHEN CAN THE SF424 APPLICATION PACKAGE BE CREATED?</b>	<b>127</b>
<b>THINGS TO KNOW ABOUT PROFILES BEFORE CREATING AN SF424 APPLICATION PACKAGE</b>	<b>128</b>
<b>HOW TO CREATE THE SF424 APPLICATION PACKAGE IN UFIRST</b>	<b>128</b>
SF424 WORKSPACE	132
IMPORTING A SUBAWARD	138
<b>CHECKLIST FOR CREATING SF424 APPLICATION PACKAGE:</b>	<b>142</b>
<b>CHECKLIST FOR IMPORTING SUBAWARD/S INTO SF424 APPLICATION PACKAGE:</b>	<b>143</b>
<b>RETURNING TO THE SF424 APPLICATION PACKAGE TO CONTINUE WORKING ON IT AT A LATER DATE</b>	<b>144</b>
<b>HOW TO UPDATE THE SF424 APPLICATION PACKAGE IN UFIRST WITH UPDATED INFORMATION FROM THE PROPOSAL SMARTFORM</b>	<b>144</b>
<b>UFIRST SF424 STATES</b>	<b>147</b>
<b>STATES OF THE SF424 APPLICATION PACKAGE</b>	<b>147</b>
PRE-SUBMISSION	148
VALID FOR SUBMISSION	148
STATES THAT AUTO-UPDATE ONCE “SUBMIT TO GRANTS.GOV” ACTIVITY HAS BEEN EXECUTED	152
<b>LIST OF SF424 STATES WITH ACTIVITIES ASSOCIATED WITH 424 EDIT AND 424 VIEW ROLES</b>	<b>152</b>
<b><u>AGREEMENT REVIEW</u></b>	<b>154</b>
<b>IMPORTANT INFORMATION TO KNOW</b>	<b>154</b>
<b>AGREEMENT STATES</b>	<b>154</b>
<b>STEP-BY-STEP PROCESS TO CREATING AN AGREEMENT REVIEW</b>	<b>155</b>
<b>AGREEMENT ACTIVITIES</b>	<b>159</b>
<b><u>GLOSSARY</u></b>	<b>160</b>
<b>RESEARCH PROGRAMS GLOSSARY</b>	<b>160</b>
<b>UFIRST SYSTEM GLOSSARY</b>	<b>162</b>

# UFIRST

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## INTRODUCTION

The University of Florida Integrated Research Support Tool (UFIRST) is the proposal and award management system of the University of Florida.

The functions of UFIRST include:

- Collecting institutional proposal data
- Routing proposals prior to submission to extramural sponsors
- Whenever possible, submitting Federal Grant Applications electronically to Grants.gov
- Collecting sponsored and research-related agreement information
- Tracking negotiations on all sponsored and research-related agreements
- Collecting institutional award data (functionality to be implemented 2016)
- Hosting Notices of Award (functionality to be implemented 2016)
- Facilitating tracking of award management requests (functionality to be implemented 2016)

Use of UFIRST for entry and routing of proposals and agreements managed by the Division of Sponsored Programs (DSP) is mandatory.

Data in UFIRST is stored securely, visible to only parties with a business purpose to access the data. For those records the user sees, UFIRST allows transparent tracking throughout the lifecycle of the award from proposal development to proposal submission to award negotiation, set up and management.

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## ADDITIONAL RESOURCES

For more information on the newest developments of the UFIRST implementation visit <http://research.ufl.edu/faculty-and-staff/initiatives/ufirst.html>.

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## HOW TO USE THIS MANUAL

This manual is more than just a procedural guide. It contains several grantsmanship concepts that will strengthen your understanding of research administration.

The electronic copy of this manual can be easily searched for specific words or phrases using the **CTRL or Command + F**. Additionally, there is a table of contents that is hyperlinked to the sections listed.

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## ACKNOWLEDGEMENTS

UFIRST is the product of a concerted effort from research administrators and Enterprise Systems staff. We would like to thank all the individuals from the many UF departments and Colleges who contributed their time and dedication over the many months of development and implementation.

[\[BACK\]](#)

## UFIRST SYSTEM LOGISTICS

### BROWSER INFORMATION

The UFIRST system is a web-based program and Internet Explorer 9 is the preferred browser. However, the following browsers have been tested with the UFIRST application and proven compatible with Windows (Vista and above) and Mac OSX:

- Internet Explorer 9 – 11
- Chrome (v. 32 and above)
- Firefox (v. 28 and above)
- Safari (v. 5 and above)

### SECURITY ROLES

All UF employees have access to UFIRST. Access to specific items and activities is based upon your role and unit affiliations identified in UFIRST. This access allows you to view and edit proposals for which you are listed as personnel. You can also view proposals that include investigators from units for which you are an administrator. You cannot view proposals for which you are not listed as budgeted or named personnel or as an administrator, no faculty or staff in your unit are included.

UFIRST roles are determined at the college level by individuals specified as Grant Workflow Administrators (GWAs). An updated list of these administrators can be found here:

<http://research.ufl.edu/faculty-and-staff/initiatives/ufirst/grants-workflow-administrators.html>

### CAMPUS ROLES

- **Study Staff (Employee):** This role is automatically assigned to all UF Employees based on affiliation in the UF Directory. This allows base level access into UFIRST to create, view and edit UFIRST records. Anyone with this role can also be designated as an ad hoc approver.
- **Grants Administrator:** This role grants access to view and edit records in UFIRST that include personnel in the units with which they are affiliated. This role is typically granted for department or college grant specialists, fiscal specialists or their equivalent.  
*\*\*The GWA will link each Grant Administrator with his/her department. \*\**
- **Grants Approver:** This role grants access to workflow approval functions in UFIRST. All division, department, college, and UF centers/institutes will need someone designated in this role. The Grants Approver can also be designated as unit's cost share approver.  
*\*\*The GWA will link each Grants Approver with his/her department. \*\**
- **Grant Workflow Administrator (GWA):** This role links Grant Administrators and Grant Approvers to their appropriate division, department, college or center/institute in UFIRST. GWAs are determined by DSP in conjunction with the leadership of each college.

[\[BACK\]](#)

## QUICK TOUR

### ACCESSING THE SYSTEM

To access the system, complete the following steps:

1. Navigate to: [grants.research.ufl.edu](https://grants.research.ufl.edu) and enter your Gatorlink credentials; or
2. Navigate to [my.ufl.edu](https://my.ufl.edu) and login with your Gatorlink credentials. Click **Main Menu > Grants > UFIRST**

### NAVIGATION

To navigate between the different sections within the UFIRST system, you have the following options:



#### ALERT!

Do not use browser controls (back, forward, refresh) to navigate within the UFIRST system, instead utilize the “Continue”, “Back” and “Save” options within the application.

### USER MENU

The User menu is located in the right top corner of the screen. It is composed of three links: User’s Name, My Inbox, and Logoff.



- **User’s Name** link directs to the user’s [profile](#).
- **My Inbox** link directs to the user’s [My Inbox](#).
- **Logoff** link allows users to logoff system. Note you must close your browser after selecting logoff for logoff to be completed.

[\[BACK\]](#)

### PROFILE

Access your profile by clicking on your name in the upper right hand corner of the screen. UFIRST is pre-populated using information imported from myUFL. This information provides context for the system on what actions each user can take.



There are 2 sections of a person's profile:

1. HR Information, and
2. SF 424 Submission Information

Take a moment to verify that your profile is complete and accurate.

**Any changes needed to the HR Information section must be made in myUFL at [Main Menu > My Account > Update My Directory Profile](#).** Follow instructions on that page to make the changes you need.

If you believe the UFIRST roles identified are incorrect, please contact your unit GWA.



**If you will be named on a federal application submitted to Grants.gov, the SF424 Submission Information should be updated.** Information in this section determines how you will be represented on those application forms. Grant Administrators have access to update the SF424 Submission Information for all personnel for whom their department is listed as the “Employer”.

<b>SF 424 Submission Information</b> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 6px;">2</span>	<b>Business Address:</b>	<p>Complete any and all information as you want it to appear on the SF424 application</p>
<b>Application Honorific:</b> <input type="text"/>	<b>Street/PO Box:</b> <input type="text" value="207 Grinter Hall"/> <input type="text" value="PO Box 115500"/>	
<b>Application First Name:</b> <input type="text" value="Linda"/>	<b>City:</b> <input type="text" value="Gainesville"/>	<p>This information is particularly important</p>
<b>Application Middle Name:</b> <input type="text" value="West"/>	<b>County:</b> <input type="text"/>	
<b>Application Last Name:</b> <input type="text" value="Gator"/>	<b>State/Province:</b> <input type="text" value="FL"/>	
<b>Application Suffix:</b> <input type="text"/>	<b>Zip/Postal:</b> <input type="text" value="32611-5500"/>	
<b>Application Title:</b> <input type="text" value="PROF"/>	<b>Country:</b> <input type="text" value="USA"/>	
<b>Application Department:</b> <input type="text"/>	<b>Application Phone:</b> <input type="text"/>	
<b>Application Division:</b> <input type="text"/>	<b>Application E-mail:</b> <input type="text"/>	
<b>Degree Type:</b> <input type="text"/>	<b>Credential, e.g., agency login (eRA Commons Username)</b> <input type="text"/>	
<b>Degree Year:</b> <input type="text"/>		



**ALERT!**

If you do not update your SF 424 Submission Information on your Profile, it will need to be manually entered in the Senior/Key Person form of the SF424 Application Package on every proposal every time the forms are updated.



**BEST PRACTICE!**

**TIP:** Grant Administrators of a person’s HOME Department have edit access to the person’s Profile.

If you wish to provide someone else access to update and maintain your SF424 Submission Information, use the **Profile Delegates** section. Begin typing the person’s last name in the provided field until you see their name displayed, and click on the name or select the **Add** button. As a reminder, all Grants Administrators in your home department will already have this access.

[\[BACK\]](#)

**Profile Delegates:**

Last Name	First Name
There are no items to display	

If you select the **Add** button, a pop-up box will appear. In the pop-up, the default search is Last Name. If you need to include more search criteria, select the **Advanced Search** link, use the drop downs to identify additional criteria you wish to use and then enter the search information in the boxes.

Click the **GO** button to start the search.

**Filter by** Last Name    Basic

and Last Name

and First Name

and Organization

Dept ID

Title

Is Active

Select the radio button next to the name of the appropriate person, scroll down to the bottom of the pop up and select **OK**.

**Filter by** Last Name    Basic

and First Name

and Organization

Total Selected: 1 1-25 of 29312

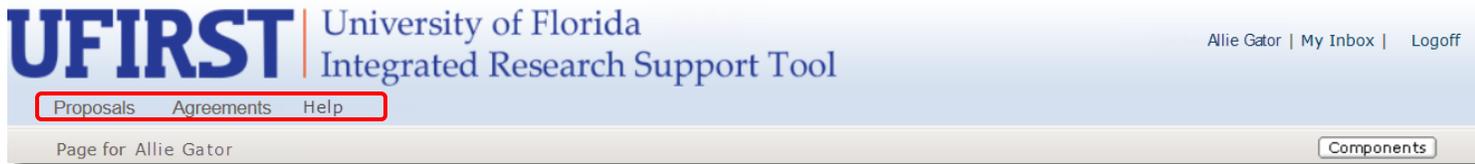
<input type="radio"/>	Abbott	Thomas	DN-PERIODONTICS RESIDENT	34130103	CO CLIN AST PROF
<input type="radio"/>	Abbott	William	DN-DENT	34130103	CO CLIN AST PROF
<input type="radio"/>	Abbott	George	DN-PERIODONTICS GENERAL	34130103	PERIODONTIC RES
<input type="radio"/>	Abbott	Walter	CO-ORIENTED GENERAL	34130103	DEPT
<input type="radio"/>	Abbott	Abraham	DN-PERIODONTICS RESIDENT	34130103	CO CLIN AST PROF
<input type="radio"/>	Abbott	Walter	DN-PERIODONTICS	34130103	CO CLIN AST PROF
<input type="radio"/>	Abbott	Kevin	DN-PERIODONTICS / PERIODONTIC RES	34130103	CO CLIN AST PROF
<input type="radio"/>	Abbott	Walter	DN-PERIODONTICS / PERIODONTIC RES	34130103	CO CLIN AST PROF
<input checked="" type="radio"/>	Abbott	Mark	DN-PERIODONTICS RESIDENT	34130103	CO CLIN AST PROF

Total Selected: 1 1-25 of 29312

[\[BACK\]](#)

## MAIN MENU

The system's main menu is located at the top left corner and it is composed of 3 tabs: Proposals, Agreements, and Help.



- **Proposals:** Links you to your proposals worklists. These are groups of proposals in different states. Worklists allow you to easily see proposals that have not yet been submitted while having access to all proposals you are allowed to view. This page also features the option to create a new proposal.
- **Agreements:** Links you to your agreement worklists. These are groups of agreements in different states. Worklists allow you to see agreements that have not yet been executed while having access to all agreements you are allowed to view. This page also features the option to initiate a new agreement.
- **Help:** Links to the UFIRST help center where you can find training manuals, instruction guides, training videos, contact information and other tools to assist you in using UFIRST.

You can easily navigate from one tab to another by clicking each tab name.

## NAVIGATION BREAD CRUMB

The UFIRST system also provides a bread crumb in the top left corner that provides the location of where you are. The links that make up the bread crumb can be used to move to other areas within the record.



## SMARTFORM (PROPOSAL) NAVIGATION

When working in the Proposal SmartForm portion of the UFIRST record there are additional navigation controls.

## BACK AND CONTINUE BUTTONS



These buttons can be used when moving from page to page in the SmartForm section.

**ALERT!**



The **Back** button does not alert you to save nor will it save your work. Use the Save or Exit link to save and return to a previous page. The **Continue** button will save your work.

**JUMP TO MENU**

The **Jump To** menu can be used when navigating to specific pages within the SmartForm without having to scroll through all other pages.



**SAVE AND EXIT**

Selecting the **Save** link will save all information on the current form. This is useful if you have been working for some time and simply want to be certain that the information is stored. Additionally, selecting the Save button acts as a “refresh” which will update information on SmartForms or recalculate figures on budget grids.

Selecting the **Exit** link will close the current section of the form, returning you to the appropriate Workspace. You will be presented with an option to *Exit and Save Changes* or *Exit and Ignore Changes* when you select this link.



[\[BACK\]](#)

**UFIRST SECTIONS**

UFIRST is comprised of five areas: My Inbox, Worklists, SmartForms, Workspaces, and Grids.

**MY INBOX**

My Inbox is the landing page when you log in to UFIRST. **The items found in your inbox require action.** You can navigate to each record that requires action by clicking on the proposal's name. You can also perform the action required by clicking on the drop down arrow next to the [My Activities](#) link under the **Actions** column. The drop down provides a list of all activities you are able to perform on the proposal.

From this page, you can also create a new proposal and/or new agreement by clicking the buttons on the left side of the page.

The screenshot displays the UFIRST 'My Inbox' interface. At the top, the UFIRST logo and 'University of Florida Integrated Research Support Tool' are visible, along with the user name 'Allie Gator' and a 'Logoff' link. Below the header, there are navigation tabs for 'Proposals', 'SF424 Center', and 'Agreements'. The main content area is titled 'My Inbox' and features a search filter by 'ID' with a 'Go' button and a 'Clear' button. An 'Advanced' search option is also present. The table below lists the following item:

ID	Name	Owner	State	PI	Sponsor	Deadline	Actions	Type	Primary Unit Contact	Submitting Dept
PRO00000025	The Effect of Facebook on Social Skills	Draft	Abram	Lise	Psychology Beyond Borders	1/30/2015	My Activities ⌵	Funding Proposal		LS-PSYCHOLOGY-DC

At the bottom of the table, it indicates '1 items', 'page 1 of 1', and '25 / page'. On the left side of the page, there are two buttons: 'New Proposal' and 'New Agreement'.

### WORKLIST

This section contains lists of all records in UFIRST (Proposals only in the Proposals Worklist, Agreements only in the Agreements worklist). Your view is limited to records for which you have access based on your role and department affiliation. See [Security Roles](#) for more information.

Most faculty and researchers will see only records in which they were named or to which they have been invited to view or edit. Users with the Grant Administrator role will have access to all records that include any person in their unit (division, department, center, or college) that is named on the record.

[\[BACK\]](#)

### PROPOSALS WORKLISTS

There are five worklists that organize access to proposals:

## Proposals

All														
Pre Submission														
Post Submission														
Awarded														
Filter by ID														
Go Clear Advanced														
ID	Name	SmartForm	Date Modified	State	PI	Sponsor	Deadline	Agency #	Unit Contact	Submitting Dept	Dept ID	Start Date	DSP Contact	Application Type
PRO00000025	The Effect of Facebook on Social Skills	[Forms]	1/2/2015 11:22 AM	Draft	Use	Psychology Beyond Borders	1/30/2015			LS-PSYCHOLOGY-DC	16407000	5/5/2015		New

1 items page 1 of 1 25 / page

- **All:** Displays all proposals regardless of their state.
- **Pre Submission:** Displays proposals that have not completed the review and approval process and have not yet been submitted to the Sponsor.
- **Post Submission:** Displays proposals that have completed the workflow process and have been submitted to the Sponsor.
- **Awarded:** Displays proposals that were accepted by the Sponsor and award documentation has arrived at DSP.
- **DSP Unassigned (visible only to DSP):** Proposals that have been submitted to DSP for review but do not have a DSP staff member assigned to its review.

## AGREEMENTS WORKLISTS

There are five worklists that organize access to agreements:

### Agreements

All														
Draft														
Triage														
Under Review														
Fully Executed														
Filter by ID														
Go Clear Advanced														
Export														
ID	Name	Document	Actions	Date Modified	State	PI	Sponsor	Type	Deadline	Sponsor Reference Number	Unit Contact	Dept	Dept ID	Doc Negotiator
AGR00000017	Avery Foundation	Avery Foundation (0.01)	My Activities	2/1/2015 10:50 AM	Draft		Ruiz-Bernard FOUNDATION	Confidentiality/Non-Disclosure Agreement				HARN MUSEUM	HARN	

- **All:** All agreements regardless of their state.
- **Draft:** Agreements that have not been submitted to DSP for review.
- **Triage:** Agreements that have been submitted to DSP for review but do not have a Document Negotiator assigned to it.
- **Under Review:** Agreements that have been submitted for review and have a Document Negotiator assigned to it.
- **Fully Executed:** Agreements that have been fully agreed to by both parties.

[\[BACK\]](#)

## SEARCH FUNCTIONALITY

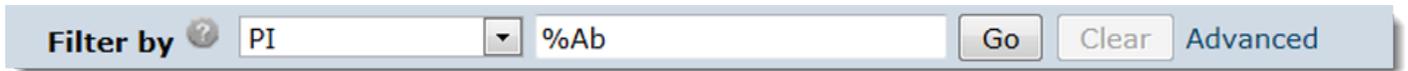
There is a search function in My Inbox, Proposals Worklists, and Agreements Worklists that helps locate proposals.

## UFIRST Training Manual

Within these search options you can utilize the Wildcard (%) and Type-ahead features.

The Wildcard feature allows you to do a search when you are not certain how the information is stored in the system. For example, if you are searching for a record for a particular PI, select PI in the filter by box, enter % (the wildcard) then any portion of the PI's name. When you select **GO**, all records that include the portion of the name you entered will appear in the results list.

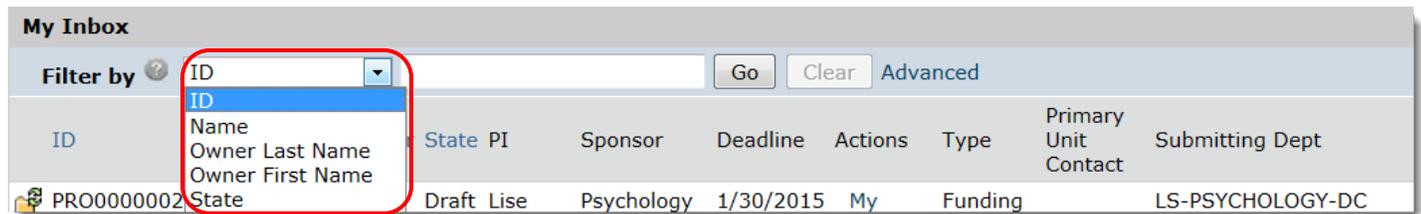
The Type-ahead feature displays potential matches as you begin typing in the text box provided.



Filter by ? PI

### MY INBOX

In **My Inbox**, you can locate proposals by ID, Name of the proposal, First and Last Name of the DSP staff assigned to the proposal, and State (draft, departmental review).



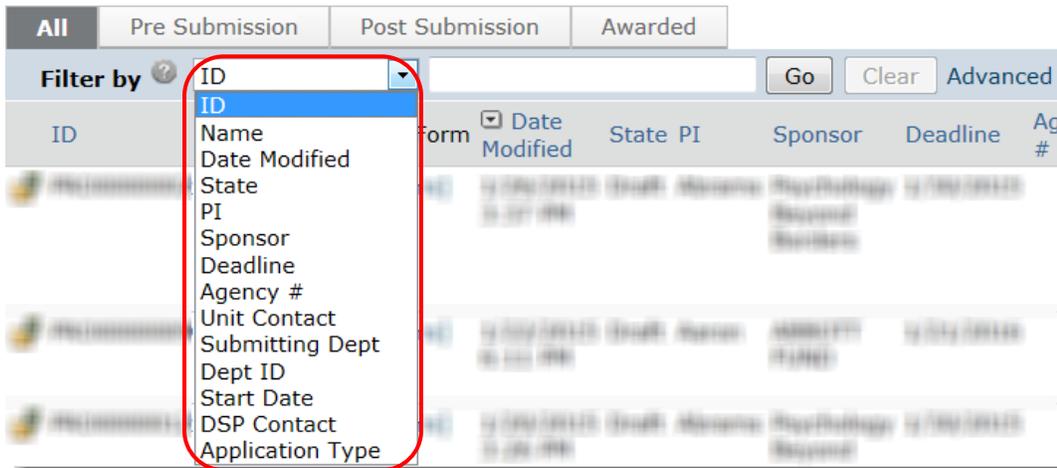
**My Inbox**

Filter by ? ID

ID	Name	Owner Last Name	Owner First Name	State	State	PI	Sponsor	Deadline	Actions	Type	Primary Unit Contact	Submitting Dept
PRO0000002					Draft	Lise	Psychology	1/30/2015	My	Funding		LS-PSYCHOLOGY-DC

### PROPOSALS

In the **Proposals** tab, you can locate proposals by using any of the following criteria:



**All** Pre Submission Post Submission Awarded

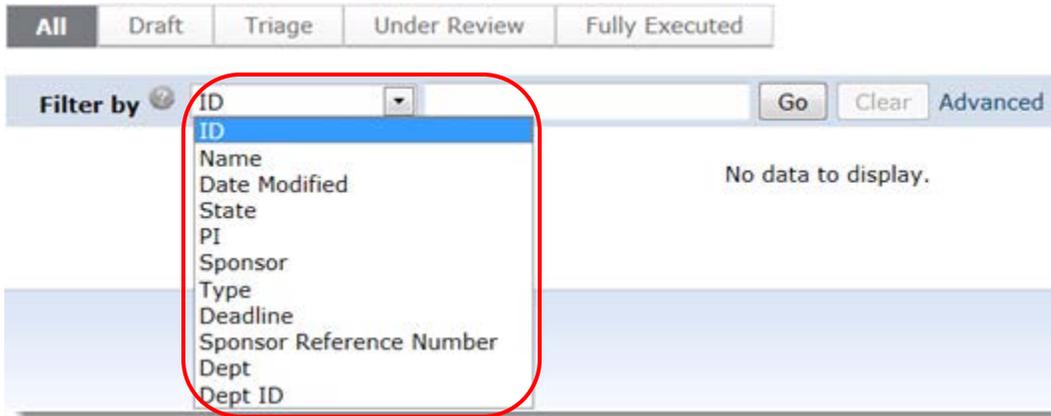
Filter by ? ID

ID	Name	Date Modified	State	PI	Sponsor	Deadline	Agency #

[\[BACK\]](#)

### AGREEMENTS

In the **Agreements** tab, you can locate agreements by using any of the following criteria:



## SMARTFORMS

SmartForms contain the demographic information about your record. When you initiate any new record (proposal or agreement), you will be presented with SmartForms to complete.

### PROPOSAL SMARTFORM

### BUDGET SMARTFORM

[\[BACK\]](#)

### AGREEMENT SMARTFORM

The screenshot shows the '1.0 General Information' section of a document form. The title is 'Avery Foundation(0.01)'. The category is 'Confidentiality/Non-Disclosure Agreement'. There are buttons for 'Upload Revision', 'Select...', and 'Clear'. A 'Help Text Needed' button is also visible.

## WORKSPACES

Like SmartForms, there is a workspace for each type of record: proposal, budget, and agreement.

### PROPOSAL WORKSPACE

The Proposal Workspace is a command center that provides an at-a-glance summary of the proposal, access to the budget, and links to all activities you will need to perform. For more details, jump to the [Proposal Workspace](#) section.

The screenshot shows the 'Proposal Workspace' for 'The Effect of Facebook on Social Skills'. The proposal workspace ID is PRO00000025. A message states 'The PI has not yet certified this proposal.' The workspace includes a 'Draft' button, 'Edit Proposal SmartForm', 'Access Budget Workspaces', and 'New Agreement' buttons. A table provides a summary of proposal and budget information.

Proposal Information		Budget Information		Primary Unit Contact	
Principal Investigator:	Abram Lise	Project Period:	5/5/2015 - 5/4/2018	Name:	
Submitting Department:	LS-PSYCHOLOGY-DC	Number of Periods:	3	Email:	
Sponsor:	Psychology Beyond Borders	Total Direct:	\$545,882	Phone:	
Deadline:	1/30/2015	Total Indirect:	\$134,115	<b>DSP Contact</b>	
		Total:	\$679,997	Name:	

### BUDGET WORKSPACE

The Budget Workspace also provides an at-a-glance page where you can access the proposal's budget(s), view a budget summary, and review history of changes to the budget. For more details jump to the [Budget Workspace](#) section.

[\[BACK\]](#)

**Psychology Beyond Borders**  
Budget Workspace: BUD00000041

**Proposal Information**

Principal Investigator:	Abram Lise	Included in Total?	true
Submitting Department:	LS-PSYCHOLOGY-DC	Total Direct:	\$545,882
Sponsor:	Psychology Beyond Borders	Total Indirect:	\$134,115
Project Period:	5/5/2015 - 5/4/2018	Total:	\$679,997

**Budget Information**

Included in Total?	true
Total Direct:	\$545,882
Total Indirect:	\$134,115
Total:	\$679,997

**Working Budgets**

Name	SmartForm	Date Modified	Total	IDC Rate Type	Responsible Person	Included in Total
Cost Sharing for Psychology Beyond Borders	[Edit]	1/30/2015 11:30 AM	\$197,200	Research On	Lise Abrams	no
Psychology Beyond Borders	[Edit]	1/30/2015 12:43 PM	\$679,997	Research Off	Lise Abrams	yes

## BUDGET – GRID

Grids are pages that facilitate entry of budget details. Grids perform calculations, much like a spreadsheet in Microsoft Excel.

### GRID: PERSONNEL COSTS

Effort commitments and salary requested to support those commitments should be included for all personnel needed to complete the project. These effort and salary requested entries will generate the appropriate personnel budget figures.

**UFIRST** University of Florida  
Integrated Research Support Tool

Edit: Budget - BUD00000041

You Are Here: The Effect of Facebook on Soci... > Psychology Beyond Borders

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - Personnel Costs Continue >>

**Proposal:** The Effect of Facebook on Social Skills  
**Budget:** Psychology Beyond Borders  
**Grid: Personnel Costs**

Salary Cap: \$ 0  
Salary Cap Escalation Rate: 0 %  
Apply Salary Cap Escalation Rate:

[\[BACK\]](#)

**GRID: GENERAL COSTS**

Non-personnel expenses of the project such as equipment, services, travel, etc. should be included in this section.

**UFIRST** University of Florida Integrated Research Support Tool Edit: Budget - BUD00000041

You Are Here: The Effect of Facebook on Soci... > Psychology Beyond Borders

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - General Costs - Continue >>

**Proposal:** The Effect of Facebook on Social Skills  
**Budget:** Psychology Beyond Borders  
**Grid:** General Costs

Inf Rate:  %  
 Apply Per 1 Inf:

	Period 1	Period 2	Period 3	Project Totals
Direct Costs:	\$270,663	\$135,368	\$139,851	\$545,882
Indirect Costs:	\$67,772	\$32,591	\$33,752	\$134,115
Total Costs:	\$338,435	\$167,959	\$173,603	\$679,997

**GRID: TUITION COSTS**

The cost of tuition for Graduate Students working on the project should be included in this section.

**UFIRST** University of Florida Integrated Research Support Tool Edit: Budget - BUD00000041

You Are Here: The Effect of Facebook on Soci... > Psychology Beyond Borders

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - Tuition Costs - Continue >>

**Proposal:** The Effect of Facebook on Social Skills  
**Budget:** Psychology Beyond Borders  
**Grid:** Tuition Costs

Inf Rate:  %  
 Apply Per 1 Inf:

	Period 1	Period 2	Period 3	Project Totals
Direct Costs:	\$270,663	\$135,368	\$139,851	\$545,882
Indirect Costs:	\$67,772	\$32,591	\$33,752	\$134,115
Total Costs:	\$338,435	\$167,959	\$173,603	\$679,997

[\[BACK\]](#)

**GRID: TRAINEE COSTS**

Institutional training grants have a budget format different than most programs. If you are working on an institutional training program, funds requested for trainees should be entered on this grid. These grids will only appear for entry if this proposal is identified as an institutional training grant in the Proposal SmartForms.

**Proposition:** The Effect of Facebook on Social Skills  
**Budget:** Psychology Beyond Borders  
**Grid:** Trainee Costs

Inf Rate: 3 %  
 Apply Per 1 Inf:

	Period 1	Period 2	Period 3	Project Totals
Direct Costs:	\$270,663	\$135,368	\$139,851	\$545,882
Indirect Costs:	\$67,772	\$32,591	\$33,752	\$134,115
Total Costs:	\$338,435	\$167,959	\$173,603	\$679,997

**GRID: SUBAWARD COSTS**

This grid will be available for entry when subawardees are identified on the Proposal SmartForm. Funds related subawards are entered only at direct and indirect totals for each subaward. Detailed budgets for subawards are not entered in UFIRST. Those details are required to be uploaded into the Attachments section of the Proposal SmartForm.

**Proposition:** The Effect of Facebook on Social Skills  
**Budget:** Psychology Beyond Borders  
**Grid:** Subaward Costs

	Period 1	Period 2	Period 3	Project Totals
Direct Costs:	\$282,163	\$146,868	\$151,351	\$580,382
Indirect Costs:	\$67,772	\$32,591	\$33,752	\$134,115
Total Costs:	\$349,935	\$179,459	\$185,103	\$714,497

[\[BACK\]](#)

## UFIRST PROPOSAL STATES

The state of the proposal is a factor that determines what actions or activities a user is able to make on a proposal. In the table below, “Proposal Team” refers to the PI, any UF employee named as a Key Person, and the person named as the Primary Administrative Contact on the SmartForm.

The states highlighted in yellow indicate the typical states of a proposal.

State	Responsible Role(s)	Actions/Activities
<b>Draft</b>	Proposal Team, Grant Administrator	Proposal has been created but has not <b>Submitted for Review and Approval</b> . In this state, the proposal can be edited and/or terminated by the Proposal Team.  Once the Proposal and Budget SmartForms are ready for review, the Proposal Team can submit for review and approval. Once the proposal is submitted, the Proposal Team can no longer edit the proposal. They can upload attachments.
<b>Cost Share Review</b>	Cost Share Grant Approver	If the proposal has cost share that will be met by UF departments outside of the submitting department, then the cost share approvers for those departments will need to complete the <b>Approve Cost Share</b> or <b>Disapprove Cost Share</b> activity.
<b>Departmental Review</b>	Grant Approver	Grant Approvers for the submitting department will approve, deny, or request changes from the proposal team.  There can be multiple approval steps that the proposal needs to clear before exiting this state. These steps and associated approvers can be viewed in the <b>Approvals</b> tab of the proposal workspace.
<b>Pending Proposal Team Response: Dept Review</b>	Proposal Team	If the Grant Approvers request changes prior to approving, the proposal enters this state. The Proposal Team must make changes as requested.  The Proposal Team can return the proposal to the Department Review state by completing the <b>Respond to Change Request</b> activity.
<b>DSP Review</b>	DSP Staff	Once all steps of Departmental Review have approved, the proposal enters DSP Review.  DSP staff reviews the proposal, but will <b>NOT</b> submit the proposal until the Proposal Team has indicated that it is by clicking the <b>Ready for Submission to Sponsor</b> .
<b>Pending Proposal Team Response: DSP Review</b>	Proposal Team	If DSP request changes to the proposal before submitting to the Sponsor, DSP performs the <b>Request Changes</b> activity, which puts the proposal into this state.  The Proposal Team must make changes to the proposal and then return the proposal to DSP Review by completing the <b>Respond to DSP Change Request</b> activity.
<b>Pending Sponsor</b>	DSP Staff	This state indicates that the proposal has been submitted to the Sponsor and UF is awaiting funding determination. In this state,

<b>Review</b>		DSP staff can indicate: <b>Post Submission Request, Award Anticipated, Award Received, Withdrawn or Funding Denied</b>
<b>Pending Post Submission Response</b>	Proposal Team	The proposal enters this state if in the Pending Sponsor Review state, DSP performs the <b>Post Submission Request</b> activity. This activity notifies the Proposal Team that additional information is needed. The Proposal Team makes appropriate changes or attaches the documentation to the proposal.  The Proposal Team notifies DSP that their response is ready for submission to the Sponsor by completing the <b>Submit Post Submission Response</b> activity.
<b>Received Post Submission Response</b>	DSP Staff	If in Pending Sponsor Review, DSP requested changes and then the Proposal Team submits their <b>Post Submission Response</b> , the proposal enters <b>Received Post Submission Response</b> .  When the Proposal Team executes their response, DSP is notified and then reviews any changes or documentation provided by the Proposal Team. If acceptable, DSP submits the information to the Sponsor.
<b>Pending Sponsor Review: Award Anticipated</b>	DSP Staff	The sponsor has indicated that funding is highly likely. While no explicit action is needed during this state, it is highly recommended that the Proposal Team ensure that all compliance protocols are approved and that any breakout of the budgets between projects is determined.
<b>Award Received</b>	DSP Staff	An award or agreement has been received by DSP.

**ADDITIONAL STATES**

State	Responsible Role	Actions/Activities
<b>Disapproved by Department</b>	DSP Staff	The submitting department approvers have disapproved the proposal. Unless further action is taken, the proposal WILL NOT be submitted to the Sponsor for consideration. Options are:  DSP Staff can <b>Reset Approvers</b> to return the proposal to the Department Review state.  The Proposal Team can <b>Copy Proposal</b> to create a new proposal in draft state with the same attributes.
<b>Terminated</b>	N/A	Prior to submission to the Sponsor, the Proposal Team or DSP Staff has stopped internal routing and review of the proposal via one of the <b>Terminate Proposal</b> or <b>Terminate Proposal</b> activities. The proposal will not be submitted for review and approval and will not be submitted to the Sponsor.  The Proposal Team can complete the <b>Copy Proposal</b> activity to create a new proposal in draft state with the same attributes.

<p><b>Withdrawn</b></p>	<p>N/A</p>	<p>After submission to the Sponsor, the request for funding has been withdrawn. Only DSP Staff can put a proposal into this state.</p> <p>The Proposal Team can complete the <b>Copy Proposal</b> activity to create a new proposal in draft state with the same attributes.</p>
<p><b>Not Funded</b></p>	<p>N/A</p>	<p>The Sponsor has communicated that the proposal has not been selected for funding or 18 months have lapsed from the date of submission. Only DSP Staff can put a proposal into this state.</p> <p>The Proposal Team can complete the <b>Copy Proposal</b> activity to create a new proposal in draft state with the same attributes.</p>

[\[BACK\]](#)

## STARTING A NEW PROPOSAL

### IMPORTANT INFORMATION TO KNOW

- A **red** asterisk (\*) indicates a question that must be answered in order to save the page.
- The Proposal SmartForm uses logic to display or not display subsequent pages based on initial responses regarding submission method, human subjects use, animal use, etc.
- This process outlines the minimum information necessary to *begin* a proposal in UFIRST, not to complete it.

### PROPOSAL SMARTFORM

The Proposal SmartForm replaces the DSP-1 form and the Proposal Express system found in myUFL. The information entered in the Proposal SmartForm is used to streamline the approval process by gathering necessary information in one place while providing this information to faculty, department administrators, chairs, directors, deans, and UF core office personnel.

### AREAS OF THE PROPOSAL SMARTFORM

The screenshot shows the UFIRST Proposal SmartForm interface. At the top, the UFIRST logo and 'University of Florida Integrated Research Support Tool' are displayed. The current page is '1.0 General Information'. The interface includes a navigation bar with 'Save', 'Exit', 'Hide/Show Errors', 'Print...', and 'Jump To' options. The main content area is divided into sections: 1.0 General Information, 2.0 Submitting Department, 3.0 Primary Unit Administrative Contact, 4.0 Short Title of Proposal, and 5.0 Full Title of Proposal. A red box highlights the 'Principal Investigator / Program Director / Fellow' field in section 1.0. A yellow callout box labeled 'Required Fields' points to this field. Another yellow callout box labeled 'Navigation Save Print Controls' points to the top navigation bar. A third yellow callout box labeled 'Help Text & Links' points to a help box on the right side of the form. The help box contains instructions: 'Only enter a mentor if this is a fellowship or if the PI/PD/Fellow listed is not an eligible PI. For multi-PI applications, select the contact PI. DSP-5 form', 'Individual available to answer questions about the submission.', 'Displayed throughout SmartForm and workspaces.', and 'Appears in application to be submitted to sponsor.'

[\[BACK\]](#)

## STEP-BY-STEP PROCESS

The **My Inbox** section serves as a landing page when you first log in to the UFIRST system.

### Step 1

Click on the **New Proposal** button to begin a proposal or click the name of an existing proposal to access it.



### Step 2

Complete the questions marked with a **red** asterisk to create and save the proposal in UFIRST.

- Principal Investigator / Program Director / Fellow (Question 1.0)
- Submitting Department (Question 2.0)
- Short Title of Proposal (Question 4.0)
- Sponsor (Question 6.0)
- Proposed Start Date (Question 7.0)
- Indicate How the Application Will Be Submitted (Question 9.0)



#### BEST PRACTICE!

Create a record as soon as the PI indicates their intention to submit. This way the record remains in your Worklist as a reminder to follow up with the PI and DSP can see how many items are in the queue for submission on a given day.

[\[BACK\]](#)

**1.0 General Information**  
Use "%" as wild card search.

**1.0 Principal Investigator / Program Director / Fellow:**  
Abram Lise     
Identify the Mentor / Responsible Faculty Member:  
   
If Sponsor requires FCOI Disclosure, attach form DSP-5 : [None]

**2.0 Submitting Department:**  
LS-PROTUGUESE

**3.0 Primary Unit Administrative Contact:**

**4.0 Short Title of Proposal:**

**5.0 Full Title of Proposal:**

*Only enter a mentor if this is a fellowship or if the PIP/DiFellow listed is not an eligible PI.  
For multi-PI applications, select the contact PI.  
DSP-5 form*

*Individual available to answer questions about the submission.*

*Displayed throughout SmartForm and workspaces.*

*Appears in application to be submitted to sponsor.*

 **BEST PRACTICE!**  
The help text is the first resource to reference when a question in the Proposal SmartForm is unclear. Items with detailed help text have been omitted from this manual.

## 1.0 GENERAL INFORMATION SECTION

### PRINCIPAL INVESTIGATOR (QUESTION 1.0)

The Principal Investigator (PI) field defaults to the person entering the information for the proposal. This is done in order to remove a step for faculty that do not have grants support and may be entering the proposal in UFIRST unassisted.

If you are entering this information on behalf of a PI, you can either type their name in the PI box and select the PI from the list provided or click the **Select** button to locate the PI by filtering by last name, organization, department ID, or title.

The Wildcard (%) feature is also available in the searchable fields in the Proposal SmartForm.

**Select Person**

Filter by: Last Name

Organization Dept ID Title

Organization	Dept ID	Title
EM-ENROLLMENT MANAGEMENT ADMIN	03010000	ASSOCIATE PRESIDENT

To submit a proposal for external funding, an individual must meet UF criteria on eligibility for PIs. Click [here](#) to review the policy. In UFIRST, fellows or other individuals without PI status can be listed as a PI if a mentor and/or responsible faculty member is listed in the **Identify the Mentor / Responsible Faculty Member** field.

The screenshot shows the UFIRST web application interface for a funding proposal. The header includes the UFIRST logo, the text "University of Florida Integrated Research Support Tool", and "New: Funding Proposal". Below the header, there is a navigation bar with "You Are Here: \_FundingProposal", a "<< Back" button, "Save | Print..." options, and a "Continue >>" button. The main content area is titled "1.0 General Information" and includes the instruction "Use \"%\" as wild card search." Below this, there is a section for "1.0 \* Principal Investigator / Program Director / Fellow:" with a dropdown menu showing "Cynthia Mendoza" and a "Clear" button. A red box highlights the "Identify the Mentor / Responsible Faculty Member:" field, which is currently empty and has a "Select..." button. To the right of this field, there is a text box with instructions: "Only enter a mentor if this is a fellowship or if the PI/PI/Fellow listed is not an eligible PI. For multi-PI applications, select the contact PI. DSP-5 form". At the bottom of the form, there is a field for "If Sponsor requires FCOI Disclosure, attach form DSP-5" with a dropdown menu set to "[None]" and an "Add" button.

If the proposal is being submitted to the National Science Foundation, the National Institutes of Health, or to any other Sponsor that requires Financial Conflict of Interest forms to be submitted with the proposal (see list [here](#)), the form for the PI should be loaded into the space provided under this question.

### SUBMITTING DEPARTMENT (QUESTION 2.0)

This defaults to the department of the proposal creator's primary job record. Update this field if the PI is submitting a proposal through any other department.

### SPONSOR (QUESTION 6.0)

A Sponsor is the organization that is issuing the funds to the University of Florida.

A Prime Sponsor is the organization from where the money issued to UF originates. For example, if UF is receiving funds from the University of Wisconsin (Sponsor) and the University of Wisconsin received the funds from the National Science Foundation, National Science Foundation is the Originating/Prime Sponsor.

### PROPOSED START DATE (QUESTION 7.0)

This date establishes when work is anticipated to begin.

### INDICATE HOW APPLICATION WILL BE SUBMITTED (QUESTION 9.0)

Specifies how to transmit the proposal to the Sponsor. Your selection on this question will also determine whether you will be presented with a list of federal grant applications from grants.gov (you will see page 1.1 Federal Programs) or a list of programs collected by UF and distributed through the FYI (you will see page 1.2 Other Grant Program Information) upon clicking the **Continue** button.

### IDENTIFY ANY THIRD PARTY ORGANIZATIONS (QUESTION 12.0)

UF desires to track all organizations that are involved in a project. This helps facilitate compliance and helps UF track relationships. A third party is any organization outside of UF providing support, or other

resources, such as information, data, or equipment for the project, or are collaborating without receiving a subaward or a contract. Select **TBD - Sponsor Not Yet In System** if the organization does not appear in the selection list and then enter the organization's name in the text box.

### Step 3

Once you have completed all the required fields on the 1.0 General Information page of the Proposal SmartForm, click the **Save** button. This will store the information, generate the proposal number, and make the record visible to other users in their worklists. You can access any saved proposals through the **My Inbox** (landing page when you sign in) or the **Proposals Worklists**.

Saving also expands the menu options of the Proposal SmartForm to include the following options:

- **Save:** Save changes made to a page in the Proposal SmartForm.
- **Exit:** Exit the Proposal SmartForm and returns you to the Proposal Workspace.
- **Hide/Show Errors:** Validates that all required fields necessary for approval routing are completed.
- **Print:** Print the SmartForms.
- **Jump To:** Navigate directly to specific pages of the Proposal SmartForm.

Click the **Continue** button to move to the next page of the Proposal SmartForm. The **Continue** button saves your work.

## OPPORTUNITY/PROGRAM INFORMATION

The screenshot shows the UFIRST Integrated Research Support Tool interface. At the top, the logo 'UFIRST University of Florida Integrated Research Support Tool' is displayed. The page title is 'Edit: Funding Proposal - PRO00000025'. Below the logo, the breadcrumb 'You Are Here: The Effect of Facebook on Soci...' is visible. A navigation bar contains buttons for '<< Back', 'Save | Exit | Hide/Show Errors | Print... | Jump To: - 1.0 General Information', and 'Continue >>'. The main content area is titled '1.0 General Information' and includes the instruction 'Use "%" as wild card search.' Below this, there are two main sections: '1.0 \* Principal Investigator / Program Director / Fellow:' with a dropdown menu showing 'Abram Lise' and a 'Clear' button, and 'Identify the Mentor / Responsible Faculty Member:' with a 'Select...' button. On the right side, there is a sidebar with a list of navigation options: 'General Information' (with a sub-item '- 1.0 General Information'), 'Budget Settings' (with sub-items '- 1.2 Other Grant Program Information', '- 2.2 Personnel', '- 3.0 Proposal Descriptors'), and 'Completion Instructions' (with sub-item '- Completion Instructions').

### Step 4

Based upon your response to 9.0 on the General Information page, you will be presented with either page 1.1 Federal Program Information or page 1.2 Other Grant Program Information

#### 1.1 FEDERAL PROGRAM INFORMATION

To select an opportunity from the federal grants.gov database, you must know the exact Opportunity ID and enter it in the **Opportunity ID** field before clicking the **Find** button.

You can find all available Opportunity ID's on the grants.gov Search page at:

<http://www.grants.gov/web/grants/search-grants.html>.

Once the opportunity results appear on this page, select the radio button next to the correct opportunity.



### BEST PRACTICE!

We strongly suggest uploading a copy of the solicitation from the Sponsor outlining the forms, rules, and procedures for submission. Many times links can expire and having a copy of the requirements is very helpful to those building and reviewing the proposal.

## 1.1 Federal Program Information

**1.0** Enter Opportunity ID or CFDA number below, click Find, then select the opportunity.

\* Opportunity ID (PA or RFA Number):

CFDA Number:

CompetitionID:

No Funding Opportunity Announcements were selected.

---

**2.0** Attach Solicitation:

Name

There are no items to display

Click the **Continue** button to move to the next page of the Proposal SmartForm. The **Continue** button saves your work.

## 1.2 OTHER PROGRAM INFORMATION

Enter the Solicitation # / Program Description. Solicitation # or Program Description is the equivalent to Opportunity ID when applying for funding opportunities from non-federal sponsors. If the program appears in the list, simply select it. If there are too many results, click **Select** to choose a solicitation from the University's FYI database managed by the Division of Research Program Development.

[\[BACK\]](#)

### 1.2 Other Program Information

**1.0**

**Solicitation # / Program Description:**

**If Other, Specify:**

---

**2.0**

**Attach Solicitation/Documentation from Sponsor:**

Name
There are no items to display

Use the filter by to enter criteria to locate your solicitation and click the **GO** button. Select the radio button once you find your solicitation. Scroll to the bottom of the pop up and click the **OK** button.

**Select Solicitation**

**Filter by** Program Description ▾    Advanced

Program Description  
 Solicitation Number  
 Sponsor Name

1-25 of 3984 ▶ ⌂

<input type="radio"/> Program Description	Solicitation #	Sponsor Name
<input type="radio"/> (Re)Building a Kidney Coordinating Center (U01)	RFA-DK-14-009	National Institute of Health (NIH)
<input type="radio"/> (Re)Building a Kidney: Cells to Organ (UH2/UH3)	RFA-DK-14-010	National Institute of Health (NIH)
<input type="radio"/> 12th Annual P3 Awards: A National Student Design Competition for Sustainability Focusing on People, Prosperity and the Planet		US Environmental Pro Agcy (EPA)
<input type="radio"/> 2014 Astrophysics Explorer Mission of Opportunity		Nasa

If you are not able to find your solicitation in the search, type **OTHER** in the description filter, click the radio button next to the OTHER solicitation, and then click the **OK** button at the bottom of the pop up window.

Click the **Continue** button to move to the next page of the Proposal SmartForm. The **Continue** button saves your work.

[\[BACK\]](#)

2.2 PERSONNEL

UF PERSONNEL (QUESTION 1.0)

Enter all UF Key Personnel and other UF employees who will be paid or cost shared to this proposal by selecting the **Add** button. A pop-up window asking for the name, role, and Key/Non-key indicator will appear.

The Principal Investigator does not need to be entered here as they are already identified on the General Information page. All to be named (TBD) personnel can simply be added to the budget grids and should not be added here.

**ALERT!**



Financial Conflict of Interest Forms for Key Personnel are added in this section. If the proposal’s sponsor requires FCOI forms and they are not attached UFIRST will generate an error for you to address. A proposal cannot enter workflow with errors.

IDENTIFY ALL NON-UF KEY PERSONNEL (QUESTION 2.0)

Only Key Personnel from outside institutions should be listed in this section. This assists in managing relations between UF and other organizations.

Select the Add button.



The screenshot shows the UFIRST web application interface. At the top, it says 'UFIRST University of Florida Integrated Research Support Tool' and 'Edit: Funding Proposal - PRO00002112'. Below that, it says 'You Are Here: The Rain in Spain Stays Mainly...'. There are navigation buttons: '<< Back', 'Save | Exit | Hide/Show Errors | Print... | Jump To: - 2.2 Personnel -', and 'Continue >>'. The main content area is titled '2.2 Personnel' and contains two sections:

- 1.0 Select UF Personnel:** This section has an 'Add' button and a table with columns for 'Last Name', 'Key / Other Significant', 'Role', and 'FCOI'. Below the table, it says 'There are no items to display'. To the right of this section, there is a note: 'Do not reenter the PD/PI. TBD UF personnel should not be selected here. They will be included in the budget.'
- 2.0 Identify all non-UF Key Personnel:** This section has an 'Add' button (highlighted with a red box) and a table with columns for 'Last Name' and 'Organization'. Below the table, it says 'There are no items to display'. To the right of this section, there is a note: 'Only key personnel from outside institutions need to be listed.'

How you respond to Q.7 on the Proposal SmartForm, “Is this a Federal Grant” and “Indicate how the application will be submitted” will dictate what form you will see when you select the “Add” button.

If you indicated the application is not for a Federal Grant or that the application will not be submitted to Grants.gov via UFIRST SF424, then you will see the page below.

Complete First/Last Name and Organization information in the pop-up window, then select “OK” if finished adding non-UF Key Personnel or select “OK and Add Another” to continue to add non-UF Key Personnel.

**Add FP\_AdditionalPersonnel**

**Add Non-UF Proposal Personnel**

1.0 **Personnel Name:**

\* **First Name:** Henry

**Middle Name:**

\* **Last Name:** Higgins

**Organization Information:**

\* **Organization:** arizon

Organization Org Parent

ARIZONA STATE UNIVERSITY

Select...

\* Required

OK OK and Add Another Cancel

1 Complete First & Last Names

2 Type ahead pulls up selections

3 Select appropriate Organization from options shown

4 Select "OK" if finished or "OK and Add Another" if have more personnel to add.

If you responded in Q.7 of the Proposal SmartForm that the application is for a Federal Grant and that it will be submitted to Grants.gov via UFIRST SF424, then the page below will display for you to enter information.

It is important to complete as much information as possible for each non-UF Key Person. Depending on the FOA form set, persons listed here and the address information will map over to the Key Persons and Performance Site Location forms in the SF424 Application Package.

Please note, as the Help text advises, data entered into these fields will map over to the SF424 Application Package and populate the appropriate forms.

**Add non-UF Key Proposal Personnel**

<p><b>1.0</b></p> <p><b>Personnel Name:</b></p> <p><b>Prefix:</b> Professor</p> <p><b>* First Name:</b> Henry</p> <p><b>Middle Name:</b> <input type="text"/></p> <p><b>* Last Name:</b> Higgins</p> <p><b>Suffix:</b> <input type="text"/></p> <p><b>Contact Information:</b></p> <p><b>Phone:</b> 352-392-1234</p> <p><b>Fax:</b> <input type="text"/></p> <p><b>Email:</b> hhiggins@asu.edu</p> <p><b>Address:</b></p> <p><b>Street Address 1:</b> 1111 E University Drive</p> <p><b>Street Address 2:</b> <input type="text"/></p> <p><b>City:</b> Tempe</p> <p><b>County:</b> <input type="text"/></p> <p><b>State:</b> AZ</p> <p><b>Province:</b> <input type="text"/></p> <p><b>Country:</b> USA</p> <p><b>Zip Code:</b> 85281</p> <p><b>Organization Information:</b></p> <p><b>Position / Title:</b> Professor</p> <p><b>Organization:</b> ARIZONA STATE UNIVERSITY <input type="button" value="Select..."/> <input type="button" value="Clear"/></p> <p><b>Department:</b> Doolittle</p> <p><b>Division:</b> <input type="text"/></p>	<p><i>Information entered on this page will populate the generated SF424.</i></p> <p><b>Note Help text</b></p> <p>Only organizations listed in Q.11 and Q.12 of the Proposal SmartForm will be available for selection.</p>
<p><b>2.0</b></p> <p><b>* Select Project Role:</b></p> <p>Co-Investigator</p> <p><b>If "Other (specify)" selected, enter role name below:</b></p> <p><input type="text"/></p>	
<p><b>3.0</b></p> <p><b>Credential, e.g. agency login:</b></p> <p>HHiggins</p>	<p><i>Refer to the application instructions to determine if required.</i></p>
<p><b>4.0</b></p> <p><b>Degree Type:</b> PhD</p> <p><b>Degree Year:</b> 1977</p>	<p><i>Refer to the application instructions to determine if required.</i></p>

\* Required

**EDIT THE PROPOSAL (QUESTION 3.0)**

Anyone identified as UF Key Personnel and Grant Administrators in their units have default view and edit access to the proposal. For anyone else who you would like to be able to edit this proposal, Add them to this list.

### VIEW THE PROPOSAL (QUESTION 4.0)

Anyone identified as UF Key personnel and the Grant Administrators in their units have default view and edit access to the proposal. Anyone else who you want to view but not edit this proposal, Add them to this list.

[\[BACK\]](#)

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### 3.0 PROPOSAL DESCRIPTORS

This section is essential in describing the contents of the proposal.

#### HUMAN SUBJECTS / LIVE VERTEBRATE ANIMALS (QUESTION 1.0)

It is critical that any project with human data or tissue and/or live vertebrate animals is identified. This helps the institution to remain compliant with regulations that govern their use. When either of these questions are answered yes, additional page(s) will appear as part of the Proposal SmartForm.

*When Question 1.0 answered NO*

A light blue rounded rectangle containing a list of menu items. The items are: **General Information** (with sub-items 1.0, 1.2, 2.2), **Budget Settings** (with sub-item 4.0), and **Completion Instructions** (with sub-item Completion Instructions). The sub-item '3.0 Proposal Descriptors' is highlighted in red.

*When Question 1.0 answered YES*

A light blue rounded rectangle containing a list of menu items. The items are: **General Information** (with sub-items 1.0, 1.2, 2.2), **Budget Settings** (with sub-items 3.1 Human Subjects and 3.2 Live Vertebrate Animals), and **Completion Instructions** (with sub-item Completion Instructions). The sub-items '3.1 Human Subjects' and '3.2 Live Vertebrate Animals' are highlighted in red and enclosed in a red rounded rectangle.

#### PRIMARY PURPOSE (QUESTION 2.0)

The primary purpose of a proposal is determined by how the majority of the budget is allocated. For example, a proposal that has 51% of the budget allocated to research activities and 49% of the budget allocated to extension, the primary purpose is research. For proposals where the submitting department is in IFAS, this will drive which Dean will be asked to review and approve the proposal.

#### INSTITUTIONAL TRAINING GRANT (QUESTION 3.0)

Institutional training grants are a limited set of programs that fund a number of individuals in their career development. Examples include NIH's T programs, NSF Research Traineeship (NRT formerly IGERT), and a limited set of other such programs. This is a very specific type of proposal and will be clearly identified as an institutional training program in the funding opportunity announcement (FOA). If you are not certain whether your proposal is for an institutional training program, please contact your DSP team to review the FOA.

This question must be answered **YES** to trigger the creation of a Trainee Costs budget grid.

### **INSTITUTIONAL APPROVAL AND/OR COMMITMENT (QUESTION 5.0)**

Identifies any major institutional commitment being made in this proposal.

[\[BACK\]](#)

### 3.1 HUMAN SUBJECTS

This section will appear if Human Subjects activity was indicated on the Proposal Descriptors Page. Complete this page in order to continue.

**UFIRST** | University of Florida  
Integrated Research Support Tool

Edit: Funding Proposal - PRO00000:

You Are Here: Cynthia M's Proposal

<< Back      Save | Exit | Hide/Show Errors | Print... | Jump To: - 3.1 Human Subjects ▾      Continue >>

#### 3.1 Human Subjects Including Human Data and Tissue

<b>1.0</b>	<p><b>* Indicate if you will use any Clinical Services:</b>  <input checked="" type="radio"/> Yes   <input type="radio"/> No   <a href="#">Clear</a></p>	<p><i>For more information: RAC Submission</i></p>
<b>2.0</b>	<p><b>* Indicate if any member of the study team is employed by Gainesville UF Health Science Center College (Medicine, Dentistry, Nursing, Pharmacy, Veterinary Medicine, Public Health &amp; Health Professions) and/or the study plan includes the use of any Gainesville Health Science Center facility (Shands Hospital, Shands or UFP Clinics, Investigational Pharmacy).</b>  <input checked="" type="radio"/> Yes   <input type="radio"/> No   <a href="#">Clear</a></p>	<p><i>For more information: RAC Submission</i></p>
<b>3.0</b>	<p><b>* Indicate if you have any (a) direct interaction/intervention with subjects or (b) contact with identifiable human data or tissue.</b>  <input checked="" type="radio"/> Yes   <input type="radio"/> No   <a href="#">Clear</a></p>	<p><i>For more information on human studies at UF: IRB Home</i></p>
<b>4.0</b>	<p><b>* Indicate if you only use de-identified data or tissue. De-identified is either (a) anonymous or (b) coded with confidentiality agreement.</b>  <input type="radio"/> Yes   <input checked="" type="radio"/> No   <a href="#">Clear</a></p>	
<b>5.0</b>	<p><b>* IRB review status:</b>  <input type="radio"/> Exempt  <input type="radio"/> Approved  <input checked="" type="radio"/> Pending  <a href="#">Clear</a></p>	
<b>6.0</b>	<p><b>If Exempt and NIH-funded, select the appropriate IRB Exemption Numbers below:</b>  <input type="checkbox"/> E1  <input type="checkbox"/> E2  <input type="checkbox"/> E3  <input type="checkbox"/> E4  <input type="checkbox"/> E5  <input type="checkbox"/> E6</p>	<p><i>Definitions for each of the exempt categories are available at: Federal Definition (see section b)</i></p>
<b>7.0</b>	<p><b>If approved by the IRB, enter the date of the approval:</b>  <input type="text"/></p>	
<b>8.0</b>	<p><b>IRB Protocol #, if available:</b>  <input type="text"/></p>	

<< Back      Save | Exit | Hide/Show Errors | Print... | Jump To: - 3.1 Human Subjects ▾      Continue >>

[\[BACK\]](#)

### 3.2 LIVE VERTEBRATE ANIMALS

This section will appear if Live Vertebrate Animal activity was indicated on the Proposal Descriptors Page. Complete this page in order to continue.

**UFIRST** | University of Florida  
Integrated Research Support Tool

Edit: Funding Proposal - PRO00000

You Are Here: Cynthia M's Proposal

<< Back      Save | Exit | Hide/Show Errors | Print... | Jump To: - 3.2 Live Vertebrate Animals ▾      Continue >>

#### 3.2 Live Vertebrate Animals

<b>1.0</b>	<b>* IACUC review status?</b> <input type="radio"/> Approved <input checked="" type="radio"/> Pending Clear	<i>For more information on animal studies at UF: IACUC Home</i>
<b>2.0</b>	<b>If approved by the IACUC, enter the date of the approval:</b> <input type="text"/>	
<b>3.0</b>	<b>IACUC Protocol #, if available:</b> <input type="text"/>	

<< Back      Save | Exit | Hide/Show Errors | Print... | Jump To: - 3.2 Live Vertebrate Animals ▾      Continue >>

[\[BACK\]](#)

## 4.0 BUDGET PERIODS

### MODULAR BUDGET

Modular budgets are a budget option for NIH applications requesting less than \$250,000 in direct costs. Even if you indicate that you will be submitting a modular budget, you will still need to provide a detailed budget in the UFIRST budget grids. UFIRST will generate the correct number of \$25,000 modules that can be viewed on the Budget Summary page.

### ESTABLISHING AND CUSTOMIZING BUDGET PERIODS

This section creates the skeleton of your budget based upon timeframe and number of periods. Using the start date entered on the General Information page, UFIRST defaults to five periods of 12 months each. The number of periods can be increased by clicking the **Add** button at the top of the Budget Period grid or reduced by clicking the Remove button found in the last row.

Period end dates can also be adjusted manually. Check the **Customize Period End Dates** box which opens the Duration (Months) field and the End field for each budget period for editing.

2.0

Budget Periods

Customize Period End Dates

Date Project Starts 5/5/2015

Date Project Ends 5/4/2020

Project Length (Years) 5

Add Budget Period

Add 1 row: Add

Duration (Months) Start: End:

Period Number	Period Name	Duration (Months)	Start	End	
1	Period 1	12	5/5/2015	5/4/2016	
2	Period 2	12	5/5/2016	5/4/2017	
3	Period 3	12	5/5/2017	5/4/2018	
4	Period 4	12	5/5/2018	5/4/2019	
5	Period 5	12	5/5/2019	5/4/2020	Remove

Customize Period End Dates

Customized Period End Date

Duration Months

Remove Budget Period

### COMPLETION INSTRUCTIONS

The completion of the Proposal SmartForm is only the first step in the completion of the proposal. There are additional proposal activities and budget grids that can only be accessed when the Proposal SmartForm is complete. Only when the Proposal SmartForm, the Budget SmartForm and the BudgetGrids are complete can the approval process can be initiated.

Click the **Finish** button to access the Proposal Workspace.

## PROPOSAL WORKSPACE

The proposal workspace is your command center. The Proposal Workspace is created once you've saved a Proposal SmartForm. From this workspace, you can view information about your proposal, edit your Proposal SmartForm, access the Budget Workspaces, create a new agreement, and take action on the proposal.

### AREAS OF A PROPOSAL WORKSPACE

The screenshot shows the UFIRST Proposal Workspace for a proposal titled "The Effect of Facebook on Social Skills". The interface includes a navigation menu on the left with options like "Draft", "Edit Proposal SmartForm", and "Access Budget Workspaces". A central area displays proposal details, budget information, and key personnel. A red box highlights the "Summary" tab in the navigation bar. Yellow callouts point to the "Proposal State" (Draft), the "Location in the UFIRST System" (top navigation), the "Proposal Workspace Tabs" (Summary, Budget Summary, etc.), and the "Actions/Activities" list on the left.

Proposal Information				Budget Information				Primary Unit Contact			
Principal Investigator:	Abram Lise			Project Period:	5/5/2015 - 5/4/2020			Name:			
Submitting Department:	LS-PSYCHOLOGY-DC			Number of Periods:	5			Email:			
Sponsor:	Psychology Beyond Borders			Total Direct:	\$1,000,000.00			Phone:			
Deadline:	1/30/2015			Total Indirect:	\$366,327.00			<b>DSP Contact</b>			
				Total:	\$1,366,327.00			Name:			
				<b>Cost Sharing Information</b>				Email:			
				Cost Sharing Direct:	\$500,000			Phone:			
				Cost Sharing Indirect:	\$250,000			<b>Compliance Information</b>			
				Cost Sharing Total:	\$750,000			Human Subjects:	Yes		
				Cost Sharing Type:	Man, Man			Animal Subjects:	Yes		
				Voluntary Unrecovered Indirect Total:				Clinical Research:			

### PROPOSAL WORKSPACE TABS

- **Summary:** A high level overview of Proposal, Budget, Contact, Compliance, and Key Personnel information. Consider it your one-stop shop for proposal information.
- **Budget Summary:** Cumulative total of all budgets selected to be submitted with the proposal.
- **Cost Share Summary:** Details all cost sharing including type and responsible units.
- **Budget Workspaces:** Easy access to the budgets – working and submitted – including the name of the budget, totals, IDC rate type, responsible person (formerly project PI) and an indicator as to whether or not it is included in the budget summary.
- **Approvals:** Lists all possible approvers at all required approval steps. If cost share is committed from a unit other than the submitting department, the cost share unit(s) and approver(s) are also listed. The approval lists are not generated until the proposal **LEAVES** the Draft state.
- **Attachments:** Any documents uploaded as Internal (not submitted to the sponsor but for UF use only) or Submission (to be sent to Sponsor) are accessible from this tab.
- **History:** All action triggered by one of the activity buttons on the left side of the Proposal Workspace is recorded here. Details such as who performed the activity, the date and time it occurred, and additional information such as email text or attachments will be displayed.

- **Related Items:** UFIRST allows for the linking of proposals to other proposals (supplements to their primary submission) or proposals to agreements (the application to its award). Once linked the records related to this proposal will be listed and linked here for easy navigation.

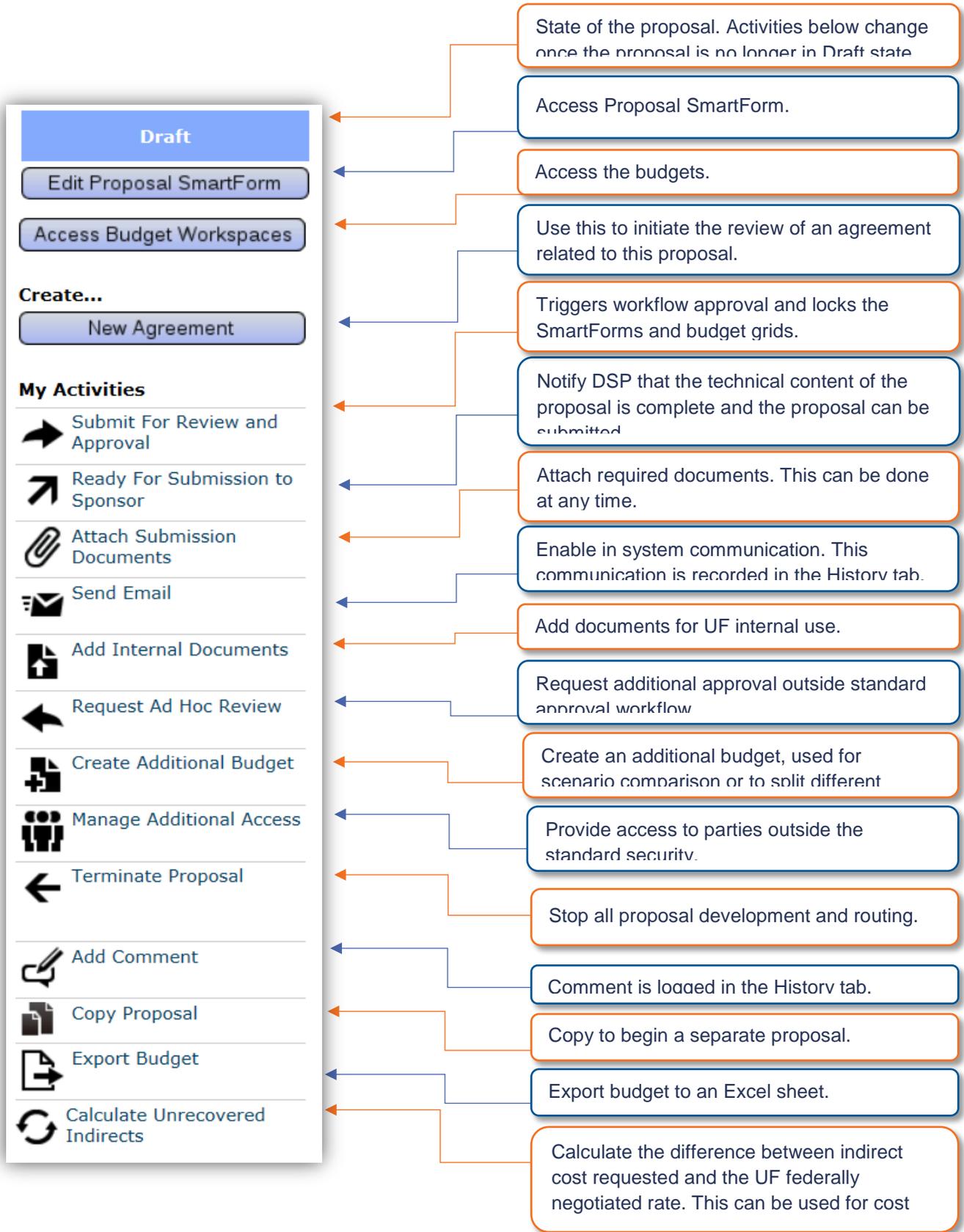
### ACTIONS/ACTIVITIES

The Actions/Activities buttons are the triggers that allow the PI, Contacts, Grant Administrators, Chairs, Deans, and DSP to work inside UFIRST to gather the proposal's materials and information, move the proposal through approvals, submit the proposal to the sponsor, and even to track activities up through the time of award.

To learn more about each activity, visit the [Activities](#) section of this manual. You can view a list of the Activities available to those with the Study Staff role in the Draft state in the UFIRST system on the next page.

[\[BACK\]](#)

**ACTIONS/ACTIVITIES IN DRAFT STATE**



## WORKING ON THE BUDGET

### IMPORTANT INFORMATION TO KNOW

- The budget is broken into a series of grids. These grids allow for automatic calculations of different inflation rates between budget categories (i.e. Tuition 5%, Personnel 3%).
- The salary of all personnel in a proposal is annualized to a full 1.0 FTE to allow for consistency across all appointment types.
- The budget requires you to declare months committed to the project as well as months funded by the project. Any difference between these numbers will automatically generate a cost share budget.
- You can create multiple budgets scenarios and select which to include in the final proposal.
- Funds attributed to over the cap commitments will be captured as cost share but will not require approvals.

### BUDGET WORKSPACE

The Budget Workspace is the access point for your proposal's Budget SmartForms and Grids.

### AREAS OF A BUDGET WORKSPACE

The screenshot shows the UFIRST University of Florida Integrated Research Support Tool interface. The breadcrumb trail is: Proposals > The Effect of Facebook on Social Skills > Psychology Beyond Borders. The page title is 'Psychology Beyond Borders' with a sub-header 'Budget Workspace: BUD0000004'. On the left sidebar, there are buttons for 'Draft', 'Edit Budget SmartForm', 'Access Proposal Workspace', 'My Activities', 'Make A Copy', and 'Export Current Budget'. The main content area has two tabs: 'Budget Summary' (selected) and 'Budget Workspaces'. A yellow callout box points to the 'Return to Proposal Workspace' button. Another yellow callout box points to the 'Budget Summary Budget Workspaces History tabs'. Below the tabs is a table with the following data:

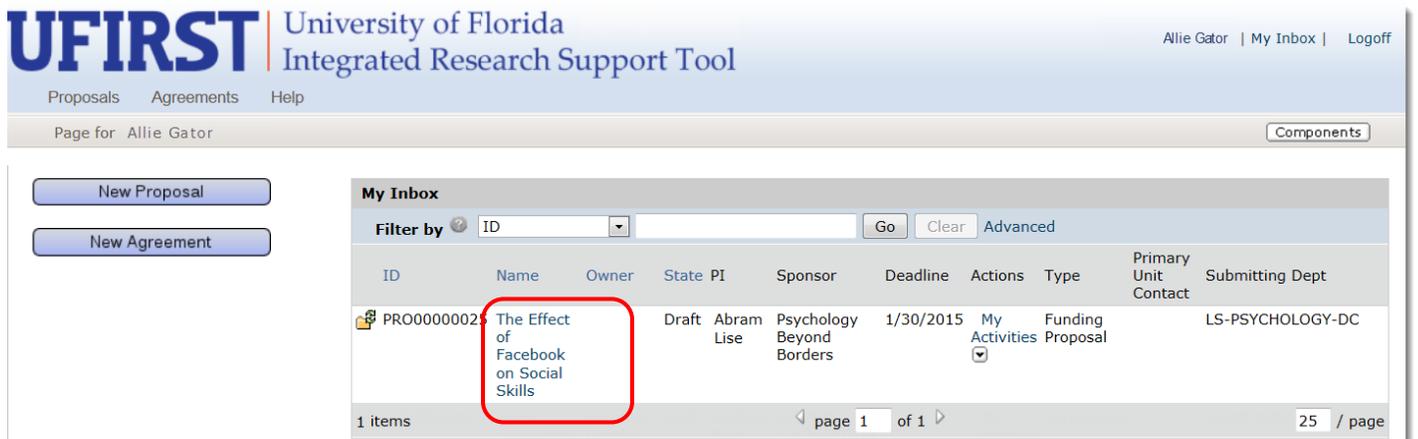
Current All-Period Totals	Period 1	Period 2	Period 3	Cumulative
<b>Personnel:</b>	<b>\$139,563</b>	<b>\$0</b>	<b>\$0</b>	<b>\$139,563</b>
Salaries:	\$106,697	\$0	\$0	\$106,697
Fringe:	\$32,866	\$0	\$0	\$32,866

The three tabs of the Budget Workspace are:

- **Budget Summary:** Provides an at-a-glance view of all of this budget's grids.
- **Budget Workspaces:** Displays all of this proposal's Working Budgets and Submitted Budgets.
  - *Working Budgets:* When the Proposal SmartForm is saved, a working budget is automatically created in the Budget Workspaces tab. The working budget is labeled with the sponsor's name. This can be edited once you access the Budget SmartForm. Not all working budgets have to be submitted with the proposal. Multiple budgets can be created to test different budget scenarios.
  - *Submitted Budgets:* Once the proposal is submitted by DSP, a copy of the budgets indicated to "include in proposal total" and will be displayed in this section.

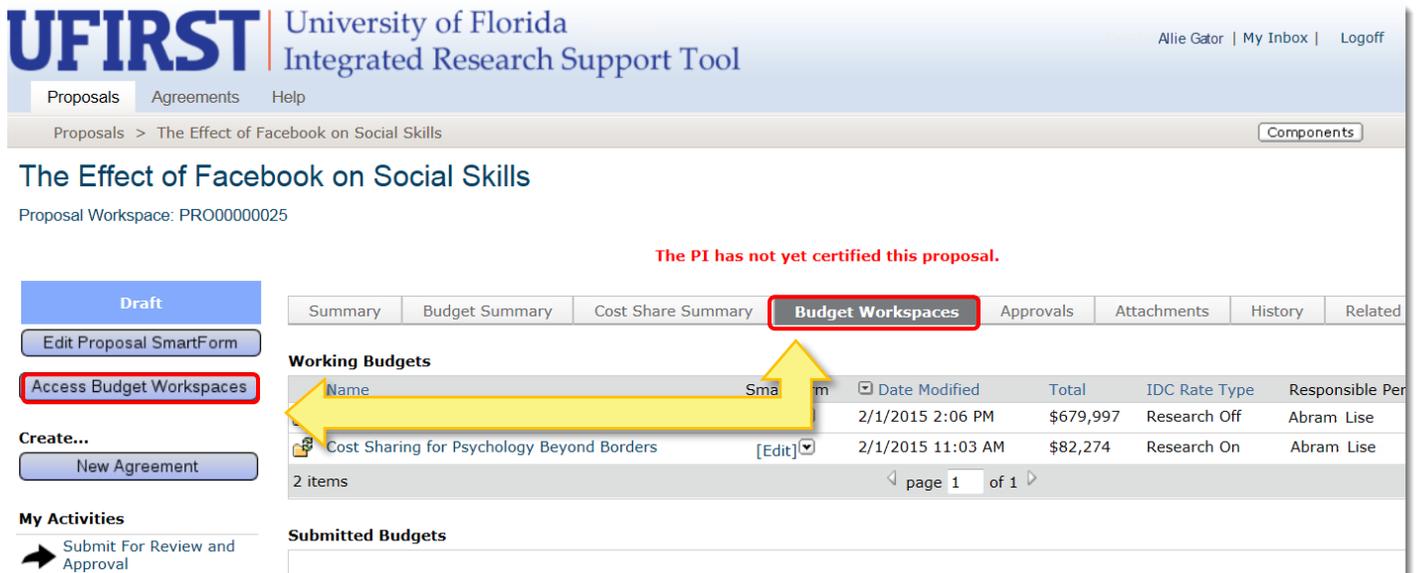
**STEP-BY-STEP PROCESS TO CREATING A BUDGET**

If accessing a proposal from My Inbox, click the proposal name link for the proposal you wish to view.



**Step 1**

Click the **Access Budget Workspaces** button or the **Budget Workspaces** tab. Both options will direct you to the list of Budgets for this proposal.



[\[BACK\]](#)

## Step 2

Click the **Budget Name** link.

**UFIRST** University of Florida Integrated Research Support Tool

Proposals > The Effect of Facebook on Social Skills

The Effect of Facebook on Social Skills  
Proposal Workspace: PRO00000025

The PI has not yet certified this proposal.

**Draft**

Summary | Budget Summary | Cost Share Summary | **Budget Workspaces** | Approvals | Attachments | History | Related

Working Budgets

Name	SmartForm	Date Modified	Total	IDC Rate Type	Responsible Per
Psychology Beyond Borders	[Edit]	1/30/2015 12:43 PM	\$679,997	Research Off	Lise Abrams

2 items | page 1 of 1

## Step 3

Click the **Edit Budget SmartForm** button to begin entering budget details. You can also choose to enter a specific page or grid using the **Jump To** option.

**UFIRST** University of Florida Integrated Research Support Tool

Proposals > The Effect of Facebook on Social Skills > Psychology Beyond Borders

Psychology Beyond Borders  
Budget Workspace: BUD00000041

**Draft**

Edit Budget SmartForm | Access Proposal Workspace

**My Activities**

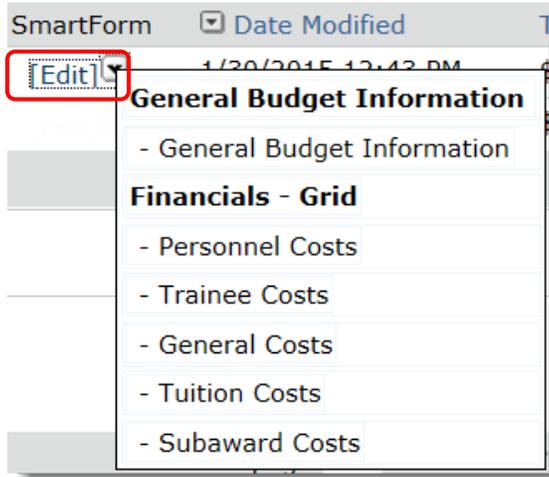
- Make A Copy
- Export Current Budget

Proposal Information		Budget Information	
Principal Investigator:	Lise Abrams	Included in Total?	true
Submitting Department:	LS-PSYCHOLOGY-DC	Total Direct:	\$545,882
Sponsor:	Psychology Beyond Borders	Total Indirect:	\$134,115
Project Period:	5/5/2015 - 5/4/2018	Total:	\$679,997

**Budget Summary** | Budget Workspaces | History

Current All-Period Totals	Period 1	Period 2	Period 3	Cumulative
<b>Personnel:</b>	<b>\$139,563</b>	<b>\$0</b>	<b>\$0</b>	<b>\$139,563</b>
Salaries:	\$106,697	\$0	\$0	\$106,697
Fringe:	\$32,866	\$0	\$0	\$32,866
<b>General:</b>	<b>\$88,100</b>	<b>\$92,368</b>	<b>\$96,851</b>	<b>\$277,319</b>

If you are working on a saved budget, you can jump to the SmartForm “General Budget Information” or any budget grid using the SmartForm **Edit** drop down menu.



## Step 4

Answer the questions marked with a red asterisk to complete the Budget SmartForm.

- Budget Title (Question 1.0)
- Person Responsible for this Budget (Question 2.0)
- Department Responsible for this Budget (Question 3.0)
- Indirect Cost Rate Type & Base (Question 4.0)
- Cost Share (Question 5.0)
- Include in Proposal Total Budgets (Question 6.0)

[\[BACK\]](#)

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### GENERAL BUDGET INFORMATION

#### BUDGET TITLE (QUESTION 1.0)

The budget title defaults to the name of the Sponsor. The title can be changed to a more descriptive name.

#### PERSON RESPONSIBLE FOR BUDGET (QUESTION 2.0)

Identify the UF investigator or other named person responsible for this portion of the budget (historically called a Project PI).

#### DEPARTMENT RESPONSIBLE FOR THIS BUDGET (QUESTION 3.0)

Identify the UF department who will manage this portion of the budget.

#### INDIRECT COST RATE TYPE & BASE (QUESTION 4.0)

The Indirect Cost Rate Type is driven by the purpose of this portion of the budget, whether the work is on or off campus, and in one case, if it is a Department of Defense contract. Selection of the type drives which negotiated rate will display as a default in the indirect cost rate question and how unrecovered indirect costs will be calculated.

Indirect Cost Base should be Modified Total Direct Cost (MTDC) unless the proposal meets one of the University's predefined exceptions (see: <http://research.ufl.edu/faculty-and-staff/proposal-development-submission/budgeting-information/fa-rates-idc.html>) or the Sponsor has a published policy mandating a different base and rate.

In the event the Sponsor mandates a base not listed as one of the selections, choose **Manual**. If **Manual**, you will need to calculate the appropriate indirect costs outside of UFIRST and manually enter the total as an item of cost on the general budget grid.

#### COST SHARE (QUESTION 5.0)

Cost share is any expense detailed in the proposal that is required to complete the project for which the sponsor is not paying. Cost share includes effort committed to but not paid for by the project, any item listed in the budget justification that is not included in the budget, and any difference between the University's federally negotiated indirect cost rate agreement and what we are recovering from the sponsor. It is critical that cost share is identified in advance when possible. Selecting **Yes** for this question will automatically create a cost share budget.

You will also need to identify the UF unit(s) or third party organization(s) responsible for providing the cost share commitment. If a subrecipient is contributing to the mandatory cost sharing requirements, be sure to enter them as a third party provider here.

A justification for the cost share is required. Since University policy is to limit cost share only to include mandatory cost sharing whenever possible, the cost share justification should include what type of cost share (voluntary, mandatory, over the cap) is included and if voluntary, why it is being offered.

If you select No to this question and UFIRST identifies cost share based on effort commitments and salaries entered on the budget grid, UFIRST will automatically change this answer to Yes and require you to provide the justification and responsible unit.

For more in-depth information on cost share, refer to the [Cost Share](#) section of this manual.

### INCLUDE IN PROPOSAL TOTAL BUDGETS (QUESTION 6.0)

The UFIRST system provides the flexibility of building different budgets in the system without having to submit each to the sponsor. If this box is not selected, the budget in question will not be included in the budget summary nor the proposal submission.

Make sure the **Include in the Proposal Budgets** selection box if the budget is to be included in the final budget submitted to the sponsor. If you are building multiple scenarios and comparing results, only select the budget that should be submitted to the Sponsor. If you are building multiple components as part of a larger submission, include all components in the “proposal total budgets.”

**6.0** Include in proposal total budgets:

## Step 6

Click **Continue** to begin working on the Personnel Costs Grid.

### PERSONNEL COST GRID

#### AREAS OF PERSONNEL COST GRID

**UFIRST** University of Florida  
Integrated Research Support Tool  
Edit: Budget - BUD00000041

You Are Here: The Effect of Facebook on Soc... > Psychology Beyond Borders

<< Back | Save | Exit | Hide/Show Errors | Print... | Jump To: Personnel Costs | Continue >>

**Proposal:** The Effect of Facebook on Social Skills  
**Budget:** Psychology Beyond Borders  
**Grid:** Personnel Costs

**Salary Cap, Escalation Rate, & Inflation Rate**

Salary Cap: \$30,000  
Salary Cap Escalation Rate: 5%  
Apply Salary Cap Escalation Rate:   
Apply Esc. Period 1:   
Salary Inflation Rate: 3%  
Apply Inf Period 1:

**Navigation Save Print Controls**

**Budget Periods & Project Totals across budget grids**

	Period 1	Period 2	Period 3	Period 4	Period 5	Project Totals
Direct Costs:	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$500,000.00
Indirect Costs:	\$22,231.00	\$22,733.00	\$23,250.00	\$23,782.00	\$24,331.00	\$116,327.00
Total Costs:	\$122,231.00	\$122,733.00	\$123,250.00	\$123,782.00	\$124,331.00	\$616,327.00

- **Salary Cap:** The maximum amount of money a sponsor will pay for 100% of an individual's time. These salary caps will auto populate based upon the sponsor selected for the proposal.
- **Salary Cap Escalation Rate:** Anticipated increases to a sponsor's salary cap. If not budgeted, sponsor will not increase salary budgets awarded in subsequent years of a multi-year project.
- **Apply Salary Cap Escalation Rate:** Indicates that the Salary Cap Escalation rate is applied and requested salaries will increase up to this escalated amount each year. This is encouraged.
- **Apply Escalation (Esc) Period 1:** Indicates the Salary Cap Escalation Rate should be applied to Period 1. This option can be exercised if the first period of the budget will occur after the next anticipated salary cap increase.
- **Salary Inflation Rate:** Defaults to the institutionally advised rate of 3% per year.
- **Apply Inflation (Inf) Period 1:** Indicates that Inflation Rate should be applied to Period 1 of the budget. This option can be exercised if the first period of the budget will occur after the next anticipated cost of living increase.

Add 1 row: Add		Personnel related data for individuals on a proposal	Proposal Effort and Salary Data			
1	*Person: [TBD: Non-Exempt TEAMS/USPS] Role: [Post Doctoral] Apply Inflation Rate [ ] Department: University of Florida Appt: [12 Month] FTE: [1] Monthly Salary: \$3000.00 Annualized Salary:	Base: \$36,000.00 Effort Months: [12] Sal Req Months: [12] Period Effort %: 100% Sal Req %: 100% Sal Req \$: \$36,000.00 Fringe Rate %: [13.1] Fringe \$: \$4,716.00 Total \$: \$40,716.00 Commitment of UF FTE: 100%	Salary: \$36,000.00 Fringe: \$4,716.00 Total: \$40,716.00	[Remove]		
2	*Person: [TBD: Non-Exempt TEAMS/USPS] Role: [Technician] Apply Inflation Rate [ ] Department: University of Florida Appt: [12 Month] FTE: [1] Monthly Salary: \$1500.00 Annualized Salary: \$18,000.00	Base: \$18,000.00 Effort Months: [12] Sal Req Months: [12] Period Effort %: 100% Sal Req %: 100% Sal Req \$: \$18,000.00 Fringe Rate %: [45.6] Fringe \$: \$8,208.00 Total \$: \$26,208.00 Commitment of UF FTE: 0%	Salary: \$18,000.00 Fringe: \$8,208.00 Total: \$26,208.00	[Remove]		
		<b>Total Salary:</b>	\$54,000.00	<b>Total Fringe:</b>	\$12,924.00	<b>Total:</b> \$66,924.00

Personnel Costs Notes:

### Personnel Related Data

- **Person:** Any key personnel identified in the Proposal SmartForm (2.2 Personnel) as well as a TBD role per UF fringe category are available for selection.



#### ALERT!

Personnel whose full effort is being cost shared to the project with no pay should also be entered in this section. Cost share for personnel flows through to the cost share budget and can only be edited in this budget grid. Personnel cannot be edited in the Cost Share budget.

- **Role:** The role the individual will serve on the project. For individuals identified in the Proposal SmartForm, this is auto populated with the role entered on that page. For TBD, select the role.
- **Apply Inflation Rate:** Selection box indicating whether or not to apply the inflation rate identified at the top of the page. If this option is utilized, the base salary in an individual budget period cannot be adjusted. To manipulate the base salary budget period by budget period, uncheck this box.
- **Department:** This field is auto populated based upon the HR data shown in the individual's professional profile in UFIRST.
- **Appointment (Appt):** This field is auto populated by HR data and cannot be updated in the UFIRST budget grid. For personnel with two appointments, UFIRST recognizes their faculty appointment as primary over any staff, temporary or student appointment. If they have two appointments of the same type, the larger FTE is considered the primary.
- **FTE:** This field is auto populated by HR data and cannot be updated in the UFIRST budget grid. FTE cannot reflect more than 1.0 even when the sum of an individual active record may be more than 1.0 FTE.
- **Monthly Salary:** Monthly salary rate for the individual. **This figure is used as the basis for all salary and cost share calculations.** The field is auto populated by HR data but can be manually adjusted if needed. For any Health Science Center faculty with AEF salary, the AEF amount is combined with their primary HSC salary.
- **Annualized Salary:** The monthly salary rate x 12.



#### ALERT!

All personnel salary is annualized to 12 months. This has been done to create uniformity in budgeting across 12-month and 9-month appointments. Therefore, the budget grids require salary to be entered as person months in lieu of percentages of time.

[\[BACK\]](#)

## PROPOSAL EFFORT AND SALARY DATA

The only two figures you must enter in completion of the budget are the Effort Months and the Salary Requested Months. All other figures are calculations based on the base salary and these two entries.

- **Base:** The annualized salary with inflation applied if the Apply Inflation box is checked.
- **Effort Months:** The number of months being committed to the proposed project. This is independent of the salary requested.
- **Salary Requested Months:** The number of months being monetarily supported by the proposed project.



### ALERT!

In the event that salary requested months are less than effort months, a cost share budget will automatically be generated as this situation constitutes cost share. For more details, refer to the [Cost Share](#) section of this manual.

- **Period Effort %:** Calculated percentage of effort committed for that budget period based upon a 12-month appointment.
- **Salary Requested %:** Calculated percentage of effort being monetarily supported by the proposed project.
- **Salary Requested \$:** Calculated dollar value being requested to support effort on the proposed project.
- **Fringe Rate %:** Auto populated by the individual's employment classification.
- **Fringe \$:** Calculated dollar value of fringe benefit costs being requested.
- **Total \$:** Sum of the salary requested and fringe benefit costs requested. This is the total personnel cost for this individual in the budget period.
- **Commitment of UF FTE:** This figure is the only non-annualized calculation in the personnel budget grid. This figure is based upon UF appointment and FTE and reflects the percentage to be utilized in the University's internal effort commitment tracking system and for payroll distributions.

## Step 7

Add personnel by selecting the number of individuals anticipated to be listed from the **Add** drop down. Click the **Add** button to add the rows. You can always add more or delete later as needed.

The screenshot shows a form with a table structure. At the top left, there is a control labeled 'Add' with a dropdown menu showing numbers 1 through 5, with '5' selected. To its right is a button labeled 'rows: Add'. The table has a header row with 'Period 1', 'Start: 5/5/2015', and 'End: 5/4/2016'. Below this, there is a row for 'Commitment of UF FTE' with a value of '0.00'. The main table has a row with index '3'. The fields in this row are:
 

- \*Person: [None]
- Role: [None]
- Apply Inflation Rate:
- Department: [None]
- Appt: [None]
- FTE: [None]
- Monthly Salary: \$0.00
- Annualized Salary: [None]
- Base: \$0.00
- Effort Months: 0
- Sal Req Months: 0
- Period Effort %: 0%
- Sal Req %: 0%
- Sal Req \$: \$0.00
- Fringe Rate %: 0%
- Fringe \$: \$0.00
- Total \$: \$0.00
- Commitment of UF FTE: 0%

## Step 8

Select a specific individual or TBD role for the **Person** field.

The screenshot shows the same form as in Step 7, but with the 'Person' dropdown menu open. The dropdown list contains the following options:
 

- [None]
- Abram Lise
- Cynthia Mendoza
- TBD: COM Clinical Faculty
- TBD: Exempt TEAMS/USPS
- TBD: Faculty
- TBD: Grad Asst/ Reg Post Doc Assc
- TBD: House Staff/Clinical Post Doc Assc
- TBD: Non-Exempt TEAMS/USPS
- TBD: Other OPS/Temp Work Study
- TBD: Student OPS/Federal Work Study

 The 'Person' field in the table row is highlighted in blue, and the dropdown menu is also highlighted with a red border.

Individuals listed in the Personnel section in the Proposal SmartForm will be selectable as well as a range of TBD roles. TBD, or To Be Determined, are individuals needed to complete the project but who have not yet been identified.

Salary and appointment information for individuals identified by name is auto populated per HR data. The monthly salary for TBD roles must be entered as salaries for these roles can vary.

**ROLE**

When an individual identified in the personnel section of the Proposal SmartForm is selected, the **Role** field is auto populated.

If a TBD person is selected, you must select their role on the project in the budget grid. These individuals cannot be Key Personnel.

Add <input type="button" value="1"/> row: <input type="button" value="Add"/>		<b>Period</b> 1 <b>Start:</b> 5/5/2015 <b>End:</b> 5/4/2016
<b>*Person:</b> <b>Role:</b> <b>Apply Inflation Rate</b> <b>Department:</b> <b>Appt:</b> <b>FTE:</b> <b>Monthly Salary</b> <b>Annualized Salary:</b>	TBD: Non-Exempt TEAMS/US [None] [None] PD/PI Co-PD/PI Faculty Post Doctoral Post Doctoral Associate Post Doctoral Scholar Other Professional Graduate Student Undergraduate Student Technician Consultant Co-Investigator Other (Specify)	<b>Base:</b> \$0.00 <b>Effort Months:</b> 0 <b>Sal Req Months:</b> 0 <b>Period Effort %:</b> 0% <b>Sal Req %:</b> 0% <b>Sal Req \$:</b> \$0.00 <b>Fringe Rate %:</b> 45.6 % <b>Fringe \$:</b> \$0.00 <b>Total \$:</b> \$0.00 <b>Commitment of UF FTE:</b> 0% <b>Total Salary:</b> \$42,000.00 <b>Total Fringe:</b> \$19,152.00 <b>Total Personnel:</b> \$61,152.00

**APPLY INFLATION RATE**

The Apply Inflation rate is checked by default, indicating that the salaries will increase the prescribed inflation percentage each year. However, if significant changes are expected to base salary in specific budget periods, then this box must be unchecked. This allows for the base section of each budget period to be editable.

[\[BACK\]](#)

Add 1 row: Add		Period 1
		Start: 5/5/2015
		End: 5/4/2016
*Person:	TBD: Non-Exempt TEAMS/US	Base: \$ 0.00
Role:	Technician	Effort Months: 0
Apply Inflation Rate	<input type="checkbox"/>	Sal Req Months: 0
Department:	University of Florida	Period Effort %: 0%
Appt:	12 Month	Sal Req %: 0%
FTE:	0	Sal Req \$: \$0.00
Monthly Salary	\$ 3000.00	Fringe Rate %: 45.6 %
Annualized Salary:		Fringe \$: \$0.00
		Total \$: \$0.00
		Commitment of UF FTE: 0%

### MONTHLY SALARY

The Monthly Salary will default from HR data. If this person is a TBD or if the amount is anticipated to differ significantly in any budget period, enter a monthly salary in the **Monthly Salary** field. This will generate the annualized salary amount.

Add 1 row: Add		Period 1
		Start: 5/5/2015
		End: 5/4/2016
*Person:	TBD: Non-Exempt TEAMS/US	Base: \$36
Role:	Technician	Effort Months:
Apply Inflation Rate	<input checked="" type="checkbox"/>	Sal Req Months
Department:	University of Florida	Period Effort %
Appt:	12 Month	Sal Req %
FTE:	0	Sal Req \$
Monthly Salary	\$ 3000.00	Fringe Rate %: 45.6
Annualized Salary:		Fringe \$
		Total \$
		Commitment of UF FTE

[\[BACK\]](#)

## Step 9

Enter the number of effort months being committed to the project in the Effort Months field.

*Person:	Abram Lise	Base:	\$133,045.00
Role:	PD/PI	Effort Months:	8
Apply Inflation Rate	<input checked="" type="checkbox"/>	Sal Req Months	8
Department:	LS-PSYCHOLOGY-GENERAL	Period Effort %	66.67%
Appt:	12 Month	Sal Req %	66.67%
FTE:	1	Sal Req \$	\$88,697.00
Monthly Salary	\$11087.16	Fringe Rate %	27.8 %
Annualized Salary:	\$36,000.00	Fringe \$	\$24,658.00
		Total \$	\$113,355.00
		Commitment of UF FTE	66.67%

➔

	\$137,037.00
Effort Months:	8
Sal Req Months	8
Period Effort %	66.67%
Sal Req %	66.67%
Sal Req \$	\$91,358.00
Fringe Rate %	27.8 %
Fringe \$	\$25,398.00
Total \$	\$116,756.00
Commitment of UF FTE	66.67%

The amount entered on the **Effort Months** field and the **Salary Req Months** field can be pushed to all additional budget periods by clicking the right arrow next to each field.

### SALARY REQUESTED MONTHS



#### ALERT!

Verify you have entered the Salary Requested Months in addition to the effort months as this entry generates the requested costs for personnel. If you fail to do so, all of the costs attributed to effort committed will be registered as cost share.

When budgeting personnel whose salary exceeds a Sponsor's salary limitation this constitutes as Over the Cap Cost Sharing. UFIRST recognizes this as cost share as UF will not be reimbursed for the full cost of that person's effort.

For example, the National Institutes of Health (NIH) salary cap is \$183,300 for 12 months of effort. UF can only budget a person's salary to the equivalent amount of the salary cap. One month at the salary cap rate is \$15,275. For a PI whose base salary is \$225,000, one month is \$18,750. The difference between these two numbers is the expense to the University to support this research.

Repeat steps 8 and 9 for each person working on the proposed project.

## Step 10

Click **Continue** to save and move on to the next budget grid.

[\[BACK\]](#)

**GENERAL COST GRID**

**AREAS OF GENERAL COSTS GRID**

**UFIRST** | University of Florida  
Integrated Research Support Tool

Edit: Budget - BUD00000041

You Are Here: The Effect of Facebook on Soci... > Psychology Beyond Borders

<< Back | Save | Exit | Hide/Show Errors | Print... | Jump To: - General Costs | Continue >>

Proposal: The Effect of Facebook on Social Skills  
Budget: Psychology Beyond Borders  
Grid: General Costs

Inf Rate: 3 %  
Apply Per 1 Inf:

	Period 1	Period 2	Period 3	Project Totals
Direct Costs:	\$270,663	\$135,368	\$139,851	\$545,882
Indirect Costs:	\$67,772	\$32,591	\$33,752	\$134,115
Total Costs:	\$338,435	\$167,959	\$173,603	\$679,997

If your proposal will start in the future such that estimated costs will already increase by the time first budget period starts, check the **Apply Per 1 Inf**: checkbox.

**Step 11**

Add rows for each general cost expense type you will list in the proposal by selecting the anticipated number of rows needed in the **Add** field and then clicking the **Add** button. You can always add more or delete later as needed.

. The 'Total' column shows \$0.00 and a 'Remove' button is visible at the end of the row."/>

Add 1 row: Add

	2 5/5/2016 5/4/2017	3 5/5/2017 5/4/2018	Total:
*Cost Type:	[None]	\$0.00	\$0.00
Desc:			\$0.00 Remove
Cost:	\$0.00		
Apply Inflation:	<input type="checkbox"/>		

**Step 12**

Double-click on the first box of the grid to enter the necessary information for that expense.

**COST TYPE**

Cost types are predefined budget categories that are typical in research proposals. These predefined categories map both to completion of federal grants.gov (SF424R&R) applications and to myUFL. If you need to enter a budget for any item but no type seems to match, select the **Other Expenses** category and provide a description in the **Desc** field.

[\[BACK\]](#)

*Cost Type:	[None]
Desc:	[None]
Cost:	Alterations and Renovations
Apply Inflation:	Animal
	Computer Services
	Consultant Services
	Equipment
	Human Subject Payment
	Indirect Cost (Manual Base Only)
	Materials and Supplies
	Other Expenses
	Participant Support: Other
	Participant Support: Participant Stipends
	Participant Support: Subsistence
	Participant Support: Travel
	Participant Support: Tuition
	Patient Care
	Publication Costs
	Rental/User Fees - Equipment or Facility
	Scholarships and Fellowships
	Travel - Domestic
	Travel - Foreign

- **Indirect Cost (Manual Base Only):** When the Sponsor requires you to calculate indirect costs using a base other than MTDC, TDC, TDC less subawards, or the NIH training base, you must calculate your indirect costs outside of UFIRST. Once IDC is calculated, add it under the General Costs Grid using the Indirect Cost (Manual Base Only) category. This category should not be used when any other base is selected on the Budget SmartForm.

### DESC (DESCRIPTION)

Use this field to include a brief relevant description, if needed, that will inform all approvers of the details of the budget item. Do **NOT** use this field as a means of providing your budget justification.

### COST

This is the budget amount for the first year. **If the budget is uniform across all budget periods, enter the amount in the cost field in the cost type box.** If the budget amount varies across the budget periods, uncheck the **Apply Inflation** check box and enter the budget amount in the cost field on each individual budget period.

### APPLY INFLATION

Use this when the budget is generally uniform after accommodating for inflation. When inflation is applied, the individual budget periods become grayed out and the budget is calculated by UFIRST.

*Cost Type:	Consultant Services	Cost:	\$3,000.00	\$3,090.00	\$3,183.00	Total:	\$9,273.00	Remove
Desc:								
Cost:		\$3000.00						
Apply Inflation:		<input checked="" type="checkbox"/>						

[\[BACK\]](#)

## Step 13

Complete step 12 for all budget categories needed to complete the proposal.

Once all general costs categories are entered, click **Continue** to save and move to the next grid.

### TUITION COSTS GRID

#### AREAS OF TUITION COSTS GRID

**UFIRST** University of Florida  
Integrated Research Support Tool

Edit: Budget - BUD00000041

You Are Here: The Effect of Facebook on Soci... > Psychology Beyond Borders

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - Tuition Costs - Continue >>

**Proposal:** The Effect of Facebook on Social Skills  
**Budget:** Psychology Beyond Borders  
**Grid:** Tuition Costs

**Inf Rate:** 5 %  
**Apply Per 1 Inf:**

	Period 1	Period 2	Period 3	Project Totals
Direct Costs:	\$200,000	\$50,000	\$50,000	\$300,000
Indirect Costs:	\$43,916	\$9,386	\$9,386	\$62,688
Total Costs:	\$243,916	\$59,386	\$59,386	\$362,688

- **Inflation Rate:** This rate defaults to the institutionally advised 5% per year for tuition costs.
- **Apply Period (Per) 1 Inf:** Indicates that Inflation Rate should be applied starting in period 1 of the budget.

## Step 14

For each different tuition **rate** you need to include in the proposal, add a row by selecting the number of rows needed in the **Add** field and then clicking the **Add** button. Each row in the Tuition grid is for one tuition **rate**.

Add 1 row: Add

	1 5/5/2015 5/4/2016	2 5/5/2016 5/4/2017	3 5/5/2017 5/4/2018	Total:	
Tuition Cost:	\$ 0.00			\$0.00	Remove
Apply Inflation:	<input type="checkbox"/>				
# Students:	0	0	0		
Cost:	\$0.00	\$0.00	\$0.00		
Total Cost:	\$0.00	\$0.00	\$0.00		
Tuition Cost:	\$ 0			\$0.00	Remove
Apply Inflation:	<input type="checkbox"/>				
# Students:	0	0	0		
Cost:	\$0.00	\$0.00	\$0.00		
Total Cost:	\$0.00	\$0.00	\$0.00		

## Step 15

Enter the tuition rate in the field adjacent to the **Tuition Cost** label in the first box.

### TUITION COST

Enter the cost of tuition only, not the cost of fees or books. More accurate tuition figures for your college can be found on the University Bursar's [website](#).

### APPLY INFLATION

5% is the institutionally advised inflation rate. We recommend checking the **Apply Inflation** check box.

## Step 16

Enter the number of students who will be working on the project and for which the identified tuition rate will be charged to the project. If the number of students is the same for each budget period, click the right arrow to push to all budget periods.

Add 1 row: Add		Period 1	2	3		
		Start: 5/5/2015	5/5/2016	5/5/2017		
		End: 5/4/2016	5/4/2017	5/4/2018		
<b>Tuition Cost:</b>	\$15000.00	<b># Students:</b> 3	3	3	<b>Total:</b>	\$141,864.00
<b>Apply Inflation:</b>	<input checked="" type="checkbox"/>	<b>Cost:</b>	\$15,000.00	\$15,750.00	\$16,538.00	<input type="button" value="Remove"/>
		<b>Total Cost:</b>	\$45,000.00	\$47,250.00	\$49,614.00	
<b>Tuition Cost:</b>	\$0	<b># Students:</b> 0	0	0	<b>Total:</b>	\$0.00
<b>Apply Inflation:</b>	<input type="checkbox"/>	<b>Cost:</b>	\$0.00	\$0.00	\$0.00	<input type="button" value="Remove"/>
		<b>Total Cost:</b>	\$0.00	\$0.00	\$0.00	

## Step 17

Complete step 16 for all different tuition rates included on the proposal.

Once all tuition costs are entered, click **Continue** to save and move to the next Grid.



### ALERT!

There are five different grids that MAY be necessary to complete. You will always see the Personnel, General, and Tuition Costs Grids. If you've identified the proposal as a training grant, and/or having a subrecipient, grids for those two budget categories will be available.

[\[BACK\]](#)

ADDITIONAL GRIDS

TRAINEE COSTS GRID

If you need to enter training costs and you do not see the training grid, update your response to Question 4.0 on page 3.0 of the Proposal SmartForm.

AREAS OF TRAINEE GRID

**Proposal:** The Effect of Facebook on Social Skills  
**Budget:** Psychology Beyond Borders  
**Grid:** Trainee Costs

	Period 1	Period 2	Period 3	Project Totals
Direct Costs:	\$270,663	\$135,368	\$139,851	\$545,882
Indirect Costs:	\$67,772	\$32,591	\$33,752	\$134,115
Total Costs:	\$338,435	\$167,959	\$173,603	\$679,997

- **Inflation Rate:** This rate defaults to the institutionally advised 3% per year.
- **Apply Period (Per) 1 Inflation:** Indicates that Inflation Rate should be applied to period 1 of the budget.

Step 1

For each different trainee type, add one using the **Add** field and then click the **Add** button.

	Period 1	Period 2	Period 3	Total
# Trainees:	0	0	0	0
Tuition/Fees/Ins:	\$0.00	\$0.00	\$0.00	\$0.00
Stipends:	\$0.00	\$0.00	\$0.00	\$0.00
Subsistence:	\$0.00	\$0.00	\$0.00	\$0.00
Travel:	\$0.00	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

- **Role:** Classification of the trainee. Options include Pre Doc, Post Doc and Post Doc with specific number of years.
- **Apply Inflation:** Selection box used to apply the inflation rate identified at the top of the page. If this option is utilized, the amounts identified for tuition, stipends, subsistence, travel, and other cannot be adjusted for an individual budget period.
- **Tuition/Fees/Ins:** Amount allocated per trainee for tuition, fees and insurance expenses.
- **Stipends:** Amount allocated to defray the trainee’s living expenses.

- **Subsistence:** Generally no longer used for NIH Training grants.
- **Travel:** Amount allocated for the trainee’s travel expenses in support of the proposal.
- **Other:** Other amount allowed by sponsor as indicated in Funding Opportunity Announcement.
- **Total:** Calculated amount for training costs per role entered.

**ROLE**

Individuals in a training grant can fall under the following categories: Pre Doc, Post Doc, and Post Doc + amount of years. Each row added to the Trainee Costs Grid matches each one type of trainee. For example, you may have three Pre Docs and two Post Docs. Your Trainee Cost Grid will contain one row for the Pre Docs and one row for the Post Docs.

Add 1 row: Add		Period	1	2
		Start:	5/5/2015	5/5/2016
		End:	5/4/2016	5/4/2017
Role:	[None]	# Trainees:	0	0
Apply Inflation:	[None]	Tuition/Fees/Ins:	\$0	\$0
Tuition/Fees/Ins:	\$1	Stipends:	\$0	\$0
Stipends:	\$1	Subsistence:	\$0	\$0
Subsistence:	\$0	Travel:	\$0	\$0
Travel:	\$0	Other:	\$0	\$0
Other:	\$0	Total:	\$0	\$0
Total:				

**Step 2**

Per trainee category, enter the amount required for the following categories. Note that many of these programs set the stipend, tuition and fees, and training-related expenses that are allowed to be charged. Please see the funding opportunity announcement (FOA) for these amounts prior to completing the budget grid.

- Tuition/Fees/Ins
- Stipends
- Subsistence
- Travel
- Other

[\[BACK\]](#)

Add <input type="button" value="1"/> row: <input type="button" value="Add"/>		<b>Period</b>	1	2
		<b>Start:</b>	5/5/2015	5/5/2016
		<b>End:</b>	5/4/2016	5/4/2017
<b>Role:</b>	[None]	<b># Trainees:</b>	0	0
<b>Apply Inflation:</b>	<input type="checkbox"/>	<b>Tuition/Fees/Ins:</b>	\$0	\$0
<b>Tuition/Fees/Ins:</b>	\$ 10000.00	<b>Stipends:</b>	\$0	\$0
<b>Stipends:</b>	\$ 1000.00	<b>Subsistence:</b>	\$0	\$0
<b>Subsistence:</b>	\$ 0.00	<b>Travel:</b>	\$0	\$0
<b>Travel:</b>	\$ 0.00	<b>Other:</b>	\$0	\$0
<b>Other:</b>	\$ 0.00	<b>Total:</b>	\$0	\$0
<b>Total:</b>	\$11,000			

### Step 3

Designate the number of trainees in each role per budget period in the **# of Trainees** field.

If there will be the same number of trainees each year, the **# Trainees** can be pushed to all additional budget periods by clicking the right arrow next to the **# Trainees** field.

Add <input type="button" value="1"/> row: <input type="button" value="Add"/>		<b>Period</b>	1	2
		<b>Start:</b>	5/5/2015	5/5/2016
		<b>End:</b>	5/4/2016	5/4/2017
<b>Role:</b>	Pre Doc	<b># Trainees:</b>	3	3
<b>Apply Inflation:</b>	<input type="checkbox"/>	<b>Tuition/Fees/Ins:</b>	\$30,000	\$30,000
<b>Tuition/Fees/Ins:</b>	\$ 10000.00	<b>Stipends:</b>	\$3,000	\$3,000
<b>Stipends:</b>	\$ 1000.00	<b>Subsistence:</b>	\$0	\$0
<b>Subsistence:</b>	\$ 0.00	<b>Travel:</b>	\$0	\$0
<b>Travel:</b>	\$ 0.00	<b>Other:</b>	\$0	\$0
<b>Other:</b>	\$ 0.00	<b>Total:</b>	\$33,000	\$33,000
<b>Total:</b>	\$11,000			

### Step 4

Complete steps 2 and 3 for all trainee types on the proposal.

Once completed, click **Continue** to save and move to the next grid.

### SUBAWARD COSTS GRID

This grid will generate when subrecipients are identified on Question 11.0 of Page 1.0 in the Proposal SmartForm. Funds requested by each subrecipient are entered on the subaward grid using only direct and indirect totals for each subaward. Detailed budgets for subrecipients are not entered in UFIRST budget grids, but should be loaded as Internal Documents.

The exact figures that must be entered in the direct and indirect fields are typically provided by the subrecipient after being negotiated with the PI.



#### ALERT!

When UF is submitting a proposal with subaward recipient costs, the Proposal Team (PI, Primary Administrative Contact or Study Staff, Grants Administrator) is responsible for obtaining the letter of commitment, scope of work, detailed budget information and other supporting documentation from the subrecipient.

### AREAS OF A SUBAWARD COSTS GRID

**Proposal:** The Effect of Facebook on Social Skills  
**Budget:** Psychology Beyond Borders  
**Grid:** Subaward Costs

	Period 1	Period 2	Period 3	Project Totals
Direct Costs:	\$282,163	\$182,000	\$157,000	\$621,163
Indirect Costs:	\$42,682	\$1,716	\$806	\$45,204
Total Costs:	\$324,845	\$183,716	\$157,806	\$666,367

## Step 5

Add a row for each subrecipient by selecting the number of rows needed in the **Add** field and then clicking the **Add** button.

Add	row:	Add	Period Start:	Period End:	Total Direct:	Total Indirect:	Total Cost:	Amount in UF Base:	UF Indirect Cost:	Total Direct:	Total Indirect:	Total Cost:	Total Cost Over 25k:	Remove
1			5/5/2015	5/4/2016	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

## Step 6

Double-click the first box to activate it.

Click on the **Organization** field, and select the subrecipient from the drop down menu. This list is populated based upon the subrecipients identified in the Question 11.0 on page 1.0 of the Proposal SmartForm. If you do not see your subrecipient listed here, exit the form and update your response to Question 11.0.

Add <input type="button" value="1"/> row: <input type="button" value="Add"/>		Period	1	2	3			
		Start:	5/5/2015	5/5/2016	5/5/2017			
		End:	5/4/2016	5/4/2017	5/4/2018			
<b>Organization:</b>	[None]	<b>Total Direct:</b>	\$ 0	\$ 0	\$ 0	<b>Total Direct:</b>	\$0.00	<input type="button" value="Remove"/>
	[None]	<b>Total Indirect:</b>	\$ 0	\$ 0	\$ 0	<b>Total Indirect:</b>	\$0.00	
	ABAXIS INC	<b>Total Cost:</b>	\$0.00	\$0.00	\$0.00	<b>Total Cost:</b>	\$0.00	
		<b>Amount in UF Base:</b>	\$0.00	\$0.00	\$0.00	<b>Total Cost Over 25k:</b>	\$0.00	
		<b>UF Indirect Cost:</b>	\$0.00	\$0.00	\$0.00			

## Step 7

Enter the total direct cost amount in budget period 1. If the total direct cost is the same for all budget periods, push the amount across by clicking the right arrow. If not, enter the budget amount for each budget period.

Add <input type="button" value="1"/> row: <input type="button" value="Add"/>		Period	1	2	3			
		Start:	5/5/2015	5/5/2016	5/5/2017			
		End:	5/4/2016	5/4/2017	5/4/2018			
<b>Organization:</b>	[None]	<b>Total Direct:</b>	\$ 14500.0	\$ 14500.0	\$ 14500.0	<b>Total Direct:</b>	\$43,500.00	<input type="button" value="Remove"/>
		<b>Total Indirect:</b>	\$ 7000.0	\$ 7000.0	\$ 7000.0	<b>Total Indirect:</b>	\$21,000.00	
		<b>Total Cost:</b>	\$21,500.00	\$21,500.00	\$21,500.00	<b>Total Cost:</b>	\$64,500.00	
		<b>Amount in UF Base:</b>	\$21,500.00	\$3,500.00	\$0.00	<b>Total Cost Over 25k:</b>	\$39,500.00	
		<b>UF Indirect Cost:</b>	\$5,590.00	\$910.00	\$0.00			
		<b>Total Cost:</b>	\$43,000.00	\$59,000.00	\$43,000.00	<b>Total Cost:</b>	\$145,000.00	

## Step 8

Enter the total indirect amount in budget period 1. If the total indirect cost is the same for all budget periods, push the amount across by clicking the right arrow. If not, enter the budget amount for each budget period.

Add <input type="button" value="1"/> row: <input type="button" value="Add"/>		Period	1	2	3			
		Start:	5/5/2015	5/5/2016	5/5/2017			
		End:	5/4/2016	5/4/2017	5/4/2018			
<b>Organization:</b>	[None]	<b>Total Direct:</b>	\$ 14500.0	\$ 14500.0	\$ 14500.0	<b>Total Direct:</b>	\$43,500.00	<input type="button" value="Remove"/>
		<b>Total Indirect:</b>	\$ 7000.0	\$ 7000.0	\$ 7000.0	<b>Total Indirect:</b>	\$21,000.00	
		<b>Total Cost:</b>	\$21,500.00	\$21,500.00	\$21,500.00	<b>Total Cost:</b>	\$64,500.00	
		<b>Amount in UF Base:</b>	\$21,500.00	\$3,500.00	\$0.00	<b>Total Cost Over 25k:</b>	\$39,500.00	
		<b>UF Indirect Cost:</b>	\$5,590.00	\$910.00	\$0.00			
		<b>Total Cost:</b>	\$43,000.00	\$59,000.00	\$43,000.00	<b>Total Cost:</b>	\$145,000.00	

- **Total Cost:** Calculated sum of the Total Direct and Total Indirect Cost of the subrecipient in that period.
- **Amount in UF Base:** Amount included in UF's indirect cost calculation. This is determined by the answer provided to "IDC Rate Type" on the Budget SmartForm for this budget. If you selected:
  - Modified Total Direct Costs (MTDC), only the first \$25,000 of any subaward is included in UF's base
  - Total Direct Costs (TDC), all of the subaward costs are included in UF's base
  - Total Direct Costs (TDC) less subawards, None or Manual then \$0 are included in UF's base
- **UF Indirect Cost:** Amount of IDC being added to UF's indirect cost budget to manage the relationship with the subrecipient.
- **Total Cost Over 25K:** Amount being excluded from UF's IDC calculations.

### Step 9

Click the **Continue** button to save your budget and return to the Proposal Workspace.

#### COST SHARE IN UFIRST

Cost share is any cost needed to complete the project for which the sponsor is not paying and is identified in the budget or budget justification.

There are two ways that UFIRST identifies cost share. The first is self-declaring: the result of answering "Yes" to Question 5.0 on the Budget SmartForm. The second is system-identified: when "effort committed months" exceeds "salary requested months" or when the Sponsor has a salary limitation and [Over-the-Cap](#) personnel are included on the budget.

UFIRST also calculates the difference between our federally negotiated IDC rate and what the sponsor is reimbursing. This is also known as Unrecovered Indirect Costs.



#### BEST PRACTICE!

Identifying common cost shared item reveals the true cost of doing business at the University.

#### IMPORTANT INFORMATION TO KNOW

- UFIRST automatically creates a cost share budget when it identifies cost share in your personnel budget.
- Responsible units and cost share type must be identified for cost share item.



#### ALERT!

All cost sharing related to personnel flows from the personnel grid in the requested budget. The personnel grid of the cost share budget cannot be edited.

**COST SHARE BUDGET**

**AREAS OF THE COST SHARE BUDGET SMARTFORM**

The screenshot shows the 'General Budget Information' section of the UFIRST SmartForm. It includes three main sections: 1.0 Budget Title, 2.0 Person Responsible for this Budget, and 3.0 Indirect Cost Rate Type. A red box highlights the 'Budget Title' field, with a yellow callout 'Required Fields' pointing to it. A yellow callout 'Navigation Save Print Controls' points to the top navigation bar. A yellow callout 'Help Text & Links' points to a help text box on the right side of the form. The help text box contains instructions about budgeting proposals and IDC rates.

**STEP-BY-STEP PROCESS**

**Step 1**

Click the **Budget Workspaces** tab.

The screenshot shows the 'Budget Workspaces' tab selected in the UFIRST interface. The proposal title is 'The Effect of Facebook on Social Skills' with workspace ID 'PRO0000025'. A red message states 'The PI has not yet certified this proposal.' Below this is a navigation bar with tabs: Summary, Budget Summary, Cost Share Summary, Budget Workspaces (highlighted with a red box), Approvals, Attachments, History, and Related. The main content area is divided into three sections: Proposal Information, Budget Information, and Primary Unit Contact. The Budget Information section includes a table with the following data:

Budget Information	
Project Period:	5/5/2015 - 5/4/2018
Number of Periods:	3
Total Direct:	\$596,163
Total Indirect:	\$45,204
<b>Total:</b>	<b>\$641,367</b>

[\[BACK\]](#)

## Step 2

Click the arrow next to **Edit** link for the Cost Share budget and select the General Budget Information link.

Summary	Budget Summary	Cost Share Summary	Budget Workspaces	Approvals	Attachments	History	Related Items	SF424 Summary
<b>Working Budgets</b>								
Name	SmartForm	Date Modified	Total	IDC Rate Type	Responsible Person	Included in Total		
Psychology Beyond Borders	[Edit]	1/27/2015 2:03 PM	\$641,367	Research Off	Abram Lise	yes		
Cost Sharing for Psychology Beyond Borders	[Edit]	1/27/2015 1:08 PM	\$54,839	Research On	Abram Lise	no		
2 items							10 / page	
<b>Submitted Budgets</b>								
							10 / page	

Note, that just like your initial budget, the cost share budget will be named after the Sponsor organization.

## Step 3

Complete the required fields on the **General Budget Information** page.

- Budget Title (Question 1.0)
- Person Responsible for this Budget (Question 2.0)
- Indirect Cost Rate Type & Base (Question 3.0)

[\[BACK\]](#)

- **Budget Title:** The budget title defaults to *Cost Sharing for (Name of the Sponsor)*. The title can be changed to a more descriptive name.
- **Person Responsible for this Budget:** Identifies the UF faculty member or other key person responsible for this portion of the budget.
- **Indirect Cost Rate Type:** This entry should generally match the rate selected on the requested budget, driven by the project purpose, whether the work is on or off campus, or if it is a Department of Defense contract.
- **Indirect Cost Base:** Only when a Sponsor explicitly indicates that associated indirect costs (not unrecovered indirect costs) can **NOT** be utilized in meeting a cost share requirement should this be changed from the federally negotiated default - MTDC. Selection of the indirect cost rate type on the cost sharing budget drives how the associated indirect costs are calculated.

## Step 4

Click **Continue** to save and move to the budget grids.

The Cost Share Budget will provide the same budget grids as the requested budget. Each grid is very similar to the grids of the requested budget. However, there are some key differences.

[\[BACK\]](#)

**COST SHARE - PERSONNEL COSTS GRID**

The Cost Share - Personnel Costs grid will only display information the personnel for whom cost share was indicated on the requested budget. You **CANNOT** add to or remove personnel from the cost share budget. Any change to personnel must be done on the requested budget.

**Proposal:** The Effect of Facebook on Social Skills  
**Budget:** Cost Sharing for Psychology Beyond Borders  
**Grid:** Cost Share - Personnel Costs

	Period 1	Period 2	Period 3	Project Totals
Direct Costs:	\$75,000	\$25,000	\$25,000	\$125,000
Indirect Costs:	\$29,839	\$1,500	\$1,500	\$32,839
<b>Total Costs:</b>	<b>\$104,839</b>	<b>\$26,500</b>	<b>\$26,500</b>	<b>\$157,839</b>

	Period 1	2	3	
Person:	Abram Lise			
Dept:	LS-PSYCHOLOGY-GENERAL			
Annual Salary:	\$36,000			
Appt:	12 Month			
FTE:	1			
*Cost Share Type:	Both			
*Responsible Unit:	AG-HORTICULTURAL SCIENCES			
Cost Share Months:	12	0	0	Salary: \$44,349
Cost Share %:	33.33%	0%	0%	Fringe: \$12,329
Cost Share Charge:	\$44,349	\$0	\$0	<b>Total:</b> \$56,678
Over Salary Cap:	\$0	\$0	\$0	
Voluntary:	\$44,349	\$0	\$0	
Mandatory:	\$12,329	\$0	\$0	
Cost Share Fringe:	\$12,329	\$0	\$0	
Cost Share Total:	\$56,678	\$0	\$0	
<b>Total Salary:</b>	<b>\$44,349</b>	<b>\$0</b>	<b>\$0</b>	<b>Salary:</b> \$44,349
<b>Total Fringe:</b>	<b>\$12,329</b>	<b>\$0</b>	<b>\$0</b>	<b>Fringe:</b> \$12,329
<b>Total Personnel:</b>	<b>\$56,678</b>	<b>\$0</b>	<b>\$0</b>	<b>Total:</b> \$56,678

**ALERT!**  
 Changes to personnel must be done in the requested budget.

**Step 5**

Click on the first box and identify the **Cost Share Type** for this item by selecting the type from the drop down menu.

- **Voluntary:** Cost share is “voluntary” when a quantifiable amount of resources is outlined in the budget or justification even though the Sponsor does not explicitly state in the Funding Opportunity Announcement (FOA) that cost sharing is required.
- **Mandatory:** Cost share is “mandatory” when a requirement for cost sharing is described in the Funding Opportunity Announcement (FOA). The sponsor may require the University to match a certain percentage of the funds requested or may indicate a dollar amount that must be met. Any quantifiable cost sharing described in the proposal then becomes a condition of the award and becomes the responsibility of the PI and Department to track and document for reporting to the Sponsor.

- **Both**: This results when the PI has exceeded the match mandated by the Sponsor but still intends to include this cost share in the final budget.

If **Both** is selected, you will need to allocate the calculated cost share amount between mandatory and voluntary per budget period. If **Mandatory** or **Voluntary** is selected as the Cost Share Type, the budget periods become grayed out as the system will automatically allocate the cost share to the selected type.

A screenshot of a web form for Abram Lise, LS-PSYCHOLOGY-GENERAL, with an annual salary of \$36,000 and a 12-month appointment. The form includes fields for Person, Dept, Annual Salary, Appt, FTE, \*Cost Share Type, and \*Responsible Unit. The \*Cost Share Type dropdown menu is open, showing options: [None], Voluntary, Both (highlighted in blue), and Mandatory. A red box highlights the dropdown menu.

## Step 6

Click on the drop down menu to identify the **Responsible Unit** for the cost share.

A screenshot of the same web form as in Step 5. The \*Cost Share Type dropdown is set to 'Both'. The \*Responsible Unit dropdown menu is open, showing options: [None] and AG-HORTICULTURAL SCIENCES (highlighted in blue). A red box highlights the dropdown menu.

The drop down will only contain the units listed as responsible units on Question 5.0 on the Budget SmartForm **of the requested budget**. If additional units need to be added navigate back to the Budget SmartForm of the requested budget and update your response to Question 5.0.

## Step 7

If **Both** is selected as the Cost Share Type, allocate the amount of cost share per budget period between Voluntary and Mandatory.

Person: Abram Lise  
 Dept: LS-PSYCHOLOGY-GENERAL  
 Annual Salary: \$36,000  
 Appt: 12 Month  
 FTE: 1  
 \*Cost Share Type: Both  
 \*Responsible Unit: AG-HORTICULTURAL SCIENCES

Cost Share Months:	12	0	0	Salary:	\$44,349
Cost Share %:	33.33%	0%	0%	Fringe:	\$12,329
Cost Share Charge:	\$44,349	\$0	\$0	Total:	\$56,678
Over Salary Cap:	\$0	\$0	\$0		
Voluntary:	\$44,349	\$0	\$0		
Mandatory:	\$12,329	\$0	\$0		
Cost Share Fringe:	\$12,329	\$0	\$0		
Cost Share Total:	\$56,678	\$0	\$0		

## Step 8

Click **Continue** to save and move to the next grid.

### COST SHARE - GENERAL COSTS GRID

The Cost Share – General Costs grid has identical fields as the requested budget General Cost Grid. If you are entering cost share on this grid, you will need to enter the Cost Type, Desc, Cost, and Apply Inflation fields, just as was done in the [requested budget](#).

**UFIRST** University of Florida  
 Integrated Research Support Tool

Edit: Budget - BUD00000074

You Are Here: The Effect of Facebook on Soci... > Cost Sharing for Psychology Be...

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - Cost Share - General Costs -> Continue >>

**Proposal:** The Effect of Facebook on Social Skills  
**Budget:** Cost Sharing for Psychology Beyond Borders  
**Grid:** Cost Share - General Costs

Inf Rate:	3	%
Apply Per 1 Inf:	<input type="checkbox"/>	

	Period 1	Period 2	Period 3	Project Totals
Direct Costs:	\$75,000	\$25,000	\$25,000	\$125,000
Indirect Costs:	\$29,839	\$1,500	\$1,500	\$32,839
Total Costs:	\$104,839	\$26,500	\$26,500	\$157,839

Period	1	2	3					
Start:	5/5/2015	5/5/2016	5/5/2017					
End:	5/4/2016	5/4/2017	5/4/2018					
1	*Cost Type: [None]	Cost:	\$2500.00	\$2500.00	\$2500.00	Total:	\$7,500.00	Remove
	Desc:							
	Cost:		\$2500.00					
	Apply Inflation:							
	*Cost Share Type:		Mandatory					
	*Responsible Unit:		AG-HORTICULTURAL					
	Total General:	\$2,500.00	\$2,500.00	\$2,500.00	Total:	\$7,500.00		

## Step 9

Once the Cost Type, Description, and Amount have been entered, identify the **Cost Share Type**.

[\[BACK\]](#)

In this grid, you only have two options for cost share type: Voluntary or Mandatory. If one of your cost share expense types is both mandatory and voluntary, add a row for the mandatory portion and another for the voluntary portion.

\*Cost Type: [None] ▼  
 Desc:   
 Cost: \$2500.00  
 Apply Inflation:   
 \*Cost Share Type: Voluntary ▼  
 \*Responsible Unit: [None] ▼  
 Voluntary  
 Mandatory

## Step 10

Click on the drop down menu to identify the responsible unit for the cost share.

\*Responsible Unit: AG-HORTICULTURAL ▼  
 [None]  
 AG-HORTICULTURAL SCIENCES

The drop down will only contain the units listed on the Budget SmartForm of the requested budget. If additional units need to be added navigate back to the Budget SmartForm of the requested budget and update your response to Question 5.0.

If the **Apply Inflation** box is selected, the **Cost** amount is automatically pushed across all budget periods and grayed out. If this box is **not** selected, you can enter the cost amount per budget period.

**Apply Inflation:**

Period	1	2	3		
Start:	5/5/2015	5/5/2016	5/5/2017		
End:	5/4/2016	5/4/2017	5/4/2018		
Cost:	\$2,500.00	\$2,575.00	\$2,652.00	<b>Total:</b>	\$7,727.00 <input type="button" value="Remove"/>

**Apply Inflation:**

[\[BACK\]](#)

<b>Period</b>	1	2	3		
<b>Start:</b>	5/5/2015	5/5/2016	5/5/2017		
<b>End:</b>	5/4/2016	5/4/2017	5/4/2018		
<b>Cost:</b>	\$ 2500.00	\$ 2500.00	\$ 2500.00	<b>Total:</b>	\$7,500.00 <input type="button" value="Remove"/>

Once you've completed the Cost Share – General Costs grid, click **Continue** to move on to the next grid.

### COST SHARE - TUITION COSTS GRID

The only difference between the requested budget tuition grid and the cost share tuition grid is that you need to identify the cost share type and the responsible unit.

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Integrated Research Support Tool

Edit: Budget - BUD00000074

You Are Here: The Effect of Facebook on Soci... > Cost Sharing for Psychology Be...

<< Back
Save | Exit | Hide/Show Errors | Print... | Jump To: - Cost Share - Tuition Costs
Continue >>

**Proposal:** The Effect of Facebook on Social Skills  
**Budget:** Cost Sharing for Psychology Beyond Borders  
**Grid:** Cost Share - Tuition Costs

**Inf Rate:**  %  
**Apply Per 1 Inf:**

	Period 1	Period 2	Period 3	Project Totals
Direct Costs:	\$100,000	\$50,000	\$50,000	\$200,000
Indirect Costs:	\$41,089	\$13,325	\$13,929	\$68,343
<b>Total Costs:</b>	<b>\$141,089</b>	<b>\$63,325</b>	<b>\$63,929</b>	<b>\$268,343</b>

	Add <input type="text" value="1"/> row: <input type="button" value="Add"/>	<b>Period</b>	1	2	3		
		<b>Start:</b>	5/5/2015	5/5/2016	5/5/2017		
		<b>End:</b>	5/4/2016	5/4/2017	5/4/2018		
1	<b>Tuition Cost:</b> \$11500.00	<b># Students:</b>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<b>Total:</b>	\$69,000.00 <input type="button" value="Remove"/>
	<b>Apply Inflation:</b> <input type="checkbox"/>	<b>Cost:</b>	\$11,500.00	\$11,500.00	\$11,500.00		
	<b>*Cost Share Type:</b> <input type="text" value="Mandatory"/>	<b>Total Cost:</b>	\$23,000.00	\$23,000.00	\$23,000.00		
	<b>*Responsible Unit:</b> <input type="text" value="AG-HORTICULTURAL SCIENCES"/>						
		<b>Total Tuition:</b>	\$23,000.00	\$23,000.00	\$23,000.00	<b>Total:</b>	\$69,000.00

## Step 11

Enter the Tuition Cost that will be cost shared and select the Apply Inflation box, if applicable. When the Apply Inflation box is selected, the inflation rate will be applied automatically to each budget period.

<b>Tuition Cost:</b>	\$11500.00	<b># Students:</b>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<b>Total:</b>	\$72,508.00	<input type="button" value="Remove"/>
<b>Apply Inflation:</b>	<input checked="" type="checkbox"/>	<b>Cost:</b>	\$11,500.00	\$12,075.00	\$12,679.00			

[\[BACK\]](#)

## Step 12

Enter the number of students that will be cost shared in each budget period. If the number of students is the same for all budget periods, click the right arrow to push the number across.

Tuition Cost:	\$11500.00	# Students:	2	→	2	2	Total:	\$72,508.00	Remove
Apply Inflation:	<input checked="" type="checkbox"/>	Cost:	\$11,500.00		\$12,075.00	\$12,679.00			

## Step 13

Click on the first box and identify the **Cost Share Type** for this grid by selecting the type from the drop down menu.

In this grid, you only have two options for cost share type: Voluntary or Mandatory.

Tuition Cost:	\$11500.00
Apply Inflation:	<input checked="" type="checkbox"/>
*Cost Share Type:	Mandatory
*Responsible Unit:	[None]

## Step 14

Click on the drop down menu to identify the responsible unit for the cost share.

*Responsible Unit:	AG-HORTICULTURAL
	[None]
	AG-HORTICULTURAL SCIENCES

The drop down will only contain the units listed on Question 5.0 of the Budget SmartForm of the requested budget. If additional units need to be added navigate back to the Budget SmartForm of the requested budget and update your response to Question 5.0.

Once you've completed the Cost Share – Tuition Costs grid, click **Continue** to move on to the next grid.

[\[BACK\]](#)

ADDITIONAL COST SHARE GRIDS

COST SHARE - TRAINEE COSTS GRID

It is highly unlikely that trainee costs will be cost shared. In the event that they will, the only difference between the requested trainee costs grid and the cost share grid is that you need to identify the cost share type and the responsible unit.

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Integrated Research Support Tool

Edit: Budget - BUD00000074

You Are Here: The Effect of Facebook on Soci... > Cost Sharing for Psychology Be...

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - Cost Share - Trainee Costs -> Continue >>

**Proposal:** The Effect of Facebook on Social Skills  
**Budget:** Cost Sharing for Psychology Beyond Borders  
**Grid:** Cost Share - Trainee Costs

Inf Rate:	3	%			
Apply Per 1 Inf:	<input type="checkbox"/>				
	Period 1	Period 2	Period 3	Project Totals	
Direct Costs:	\$100,000	\$50,000	\$50,000	\$200,000	
Indirect Costs:	\$41,089	\$13,325	\$13,929	\$68,343	
Total Costs:	\$141,089	\$63,325	\$63,929	\$268,343	

Add 1 row: Add	Period 1	Period 2	Period 3	
Start:	5/5/2015	5/5/2016	5/5/2017	
End:	5/4/2016	5/4/2017	5/4/2018	
1 Role: Post Doc	# Trainees: 0	0	0	Tuition/Fees/Ins: \$0
Apply Inflation: <input type="checkbox"/>	Tuition/Fees/Ins: \$0	\$0	\$0	Stipends: \$0
Tuition/Fees/Ins: \$0	Stipends: \$0	\$0	\$0	Subsistence: \$0
Stipends: \$0	Subsistence: \$0	\$0	\$0	Travel: \$0
Subsistence: \$0	Travel: \$0	\$0	\$0	Other: \$0
Travel: \$0	Other: \$0	\$0	\$0	Total: \$0
Other: \$0	Total: \$0	\$0	\$0	
Total: \$0				
*Cost Share Type: Voluntary				
*Responsible Unit: AG-HORTICU				
Total Trainee:	\$0	\$0	\$0	Total: \$0

Step 1

Enter the applicable information for the following fields per **Role** selected.

**Role:** Post Doc

**Apply Inflation:**

**Tuition/Fees/Ins:** \$ 15000.00

**Stipends:** \$ 5000.00

**Subsistence:** \$ 5000.00

**Travel:** \$ 1000.00

**Other:** \$ 0.00

**Total:** \$26,000.00

[BACK]

## Step 2

Select **Cost Share Type** and **Responsible Unit**.

*Cost Share Type:	Mandatory
*Responsible Unit:	AG-HORTICL

## Step 3

Enter the number of trainees to be cost shared per budget period. If the number of trainees is the same for all budget periods, use the right arrow to push to other budget periods.

Period	1	2	3
Start:	5/5/2015	5/5/2016	5/5/2017
End:	5/4/2016	5/4/2017	5/4/2018
# Trainees:	2	2	2
Tuition/Fees/Ins:	\$30,000.00	\$30,000.00	\$30,000.00
Stipends:	\$10,000.00	\$10,000.00	\$10,000.00
Subsistence:	\$10,000.00	\$10,000.00	\$10,000.00
Travel:	\$2,000.00	\$2,000.00	\$2,000.00
Other:	\$0.00	\$0.00	\$0.00
Total:	\$52,000.00	\$52,000.00	\$52,000.00

### COST SHARE - SUBAWARD COSTS GRID

When a subrecipient is meeting some of the **mandatory** cost sharing requirement, those commitments must be entered into the Cost Share – Subaward Costs grid. Subawards offering voluntary cost sharing are NOT required to be tracked by UF.

You Are Here: The Effect of Facebook on Soci... > Cost Sharing for Psychology Be...

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: - Cost Share - Subaward Costs

Finish

**Proposal:** The Effect of Facebook on Social Skills  
**Budget:** Cost Sharing for Psychology Beyond Borders  
**Grid:** Cost Share - Subaward Costs

	Period 1	Period 2	Period 3	Project Totals
Direct Costs:	\$100,000	\$50,000	\$50,000	\$200,000
Indirect Costs:	\$41,089	\$13,325	\$13,929	\$68,343
<b>Total Costs:</b>	<b>\$141,089</b>	<b>\$63,325</b>	<b>\$63,929</b>	<b>\$268,343</b>

		Period 1	Period 2	Period 3		
		Start:	Start:	Start:		
		End:	End:	End:		
1	<b>Organization:</b> [None] v <b>*Cost Share Type:</b> [None] v <b>*Responsible Unit:</b> [None] v	<b>Total Direct:</b> \$ 0 <b>Total Indirect:</b> \$ 0 <b>Total Cost:</b> \$0 <b>Amount in UF Base:</b> \$0.00 <b>UF Indirect Cost:</b> \$0.00 <b>Total Cost:</b> \$0.00	<b>Total Direct:</b> \$ 0 <b>Total Indirect:</b> \$ 0 <b>Total Cost:</b> \$0 <b>Amount in UF Base:</b> \$0.00 <b>UF Indirect Cost:</b> \$0.00 <b>Total Cost:</b> \$0.00	<b>Total Direct:</b> \$ 0 <b>Total Indirect:</b> \$ 0 <b>Total Cost:</b> \$0 <b>Amount in UF Base:</b> \$0.00 <b>UF Indirect Cost:</b> \$0.00 <b>Total Cost:</b> \$0.00	<b>Total Direct:</b> \$0.00 <b>Total Indirect:</b> \$0.00 <b>Total Cost:</b> \$0.00 <b>Total Cost Over 25k:</b> \$0.00 <b>Total Cost:</b> \$0.00	Remo

## Step 4

Select the **Organization**. The drop down menu will only display the name of the subaward organizations entered in Question 11.0 on Page 1.0 of the Proposal SmartForm.

**Organization:** ABAXIS INC v  
**\*Cost Share Type:** [None] v  
**\*Responsible Unit:** ABAXIS INC v

## Step 5

Select the **Mandatory** cost share type. Again, voluntary cost sharing from a subrecipient does NOT need to be tracked by UF.

**Organization:** ABAXIS INC v  
**\*Cost Share Type:** Mandatory v  
**\*Responsible Unit:** A [None] v  
 Voluntary  
 Mandatory

## Step 6

Select **Responsible Unit**. The drop down menu will display the responsible units from Question 5.0 on the Budget SmartForm. If additional units need to be added navigate back to the Budget SmartForm of the requested budget and update your response to Question 5.0.

<b>Organization:</b>	ABAXIS INC	<b>Total Direct:</b>
<b>*Cost Share Type:</b>	Mandatory	<b>Total Indirect:</b>
<b>*Responsible Unit:</b>	AG-HORTICL	<b>Total Cost:</b>
	[None]	
	AG-HORTICULTURAL SCIENCES	

## Step 7

Enter the direct and indirect costs that each subrecipient will contribute per budget period.

Period	1	2	3		
<b>Start:</b>	5/5/2015	5/5/2016	5/5/2017		
<b>End:</b>	5/4/2016	5/4/2017	5/4/2018		
<b>Total Direct:</b>	\$ 1000	\$ 1000	\$ 1000	<b>Total Direct:</b>	\$3,000.00
<b>Total Indirect:</b>	\$ 0	\$ 0	\$ 0	<b>Total Indirect:</b>	\$0.00
<b>Total Cost:</b>	\$1,000	\$1,000	\$1,000	<b>Total Cost:</b>	\$3,000.00
<b>Amount in UF Base:</b>	\$1,000.00	\$1,000.00	\$1,000.00	<b>Total Cost Over 25k:</b>	\$0.00
<b>UF Indirect Cost:</b>	\$500.00	\$500.00	\$500.00		

Click the **right arrow** to push the amount to all budget periods if it is distributed evenly across all periods.

If you need to create an additional budget, review the [Create Additional Budget](#) section.

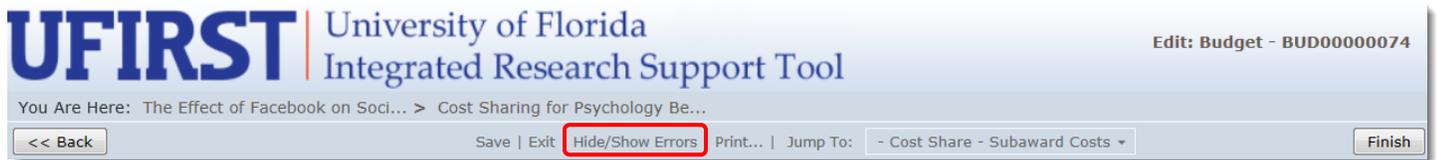
## HIDE/SHOW ERRORS

### STEP-BY-STEP PROCESS

Using the Hide/Show Errors feature will show any error in the Proposal SmartForm, Budget SmartForm, and Budget Grids. A proposal cannot enter workflow with any pending errors.

### Step 1

Click the **Hide/Show Errors** link to verify that all required fields necessary to submit for approval are complete.





**BEST PRACTICE!**

This step should take place upon completion of your final budget grid (requested or cost share budget).

### Step 2

Review the Error/Warning Messages that appear in red.



[\[BACK\]](#)

### Step 3

Click on the **Jump To** links within the **Error/Warning Messages** box to navigate to the page where the error is located.

Error/Warning Messages <span style="float: right;">Refresh</span>		
Message	Field Name	Jump To
⊖ This is a required field; therefore, you must provide the required information.	Human Subjects	3.0 Proposal Descriptors
⊖ This is a required field; therefore, you must provide the required information.	Laboratory Animals	3.0 Proposal Descriptors
⊖ This is a required field; therefore, you must provide the required information.	Proposal Purpose	3.0 Proposal Descriptors



#### ALERT!

Changes made to correct each identified error must be saved on each page.

### Step 4

Click **Refresh** to validate all errors were corrected.

Error/Warning Messages <span style="float: right;">Refresh</span>		
Message	Field Name	Jump To
⊖ This is a required field; therefore, you must provide the required information.	Human Subjects	3.0 Proposal Descriptors
⊖ This is a required field; therefore, you must provide the required information.	Laboratory Animals	3.0 Proposal Descriptors
⊖ This is a required field; therefore, you must provide the required information.	Proposal Purpose	3.0 Proposal Descriptors

[\[BACK\]](#)

## Step 5

Click the **Exit** button and in the pop-up select the **Exit and Save Changes** option to navigate to the Proposal Workspace from where you can enter the proposal into workflow.

Navigating to the Proposal Workspace should occur once the errors and/or warnings identified by the system are corrected.

The screenshot shows the UFIRST Integrated Research Support Tool interface. At the top, the logo and title are visible. The breadcrumb trail indicates the current location: 'You Are Here: The Effect of Facebook on Soci... > Cost Sharing for Psychology Be...'. The 'Exit' button in the top navigation bar is highlighted with a red box. A modal dialog box is open in the center, asking 'Changes were made to the form. What would you like to do?' with three options: 'Exit & Save Changes' (highlighted with a red box), 'Exit & Ignore Changes', and 'Cancel'. Below the dialog, a table displays cost data for three periods and project totals. At the bottom, a blue 'Error/Warning Messages' section is highlighted with a red box, containing the text 'No errors or warnings found.' and a 'Refresh' button.

**UFIRST** | University of Florida  
Integrated Research Support Tool

Edit: Budget - BUD00000074

You Are Here: The Effect of Facebook on Soci... > Cost Sharing for Psychology Be...

<< Back Save **Exit** Hide/Show Errors | Print... | Jump To: - Cost Share - Subaward Costs Finish

**Proposal:** The Effect of Facebook on Social Skills  
**Budget:** Cost Sharing for Psychology Beyond Borders  
**Grid:** Cost Share - Subaward Costs

Changes were made to the form. What would you like to do?

**Exit & Save Changes** Exit & Ignore Changes Cancel

	Period 1	Period 2	Period 3	Project Totals
Direct Costs:			\$28,858	\$892,949
Indirect Costs:	\$417,720	\$13,325	\$13,929	\$444,974
Total Costs:	\$1,254,161	\$40,975	\$42,787	\$1,337,923

Add 1 row: Add

Period Start:	1	2	3
	5/5/2015	5/5/2016	5/5/2017

**Error/Warning Messages** Refresh

No errors or warnings found.

**PRE-WORKFLOW ACTIVITIES**

The Actions/Activities buttons are the triggers that allow the Proposal Team (PI, Contacts, Grant Administrator, Chairs, Deans & DSP) to work inside UFIRST to gather the proposal's materials and information, to move the proposal through approvals, submit the proposal to the sponsor, and even to track activities up through the time of award. UFIRST gives you the ability to communicate with all parties involved in the proposal, as well as perform administrative duties such as managing access, copying, exporting and terminating a proposal.

**UFIRST** | University of Florida  
Integrated Research Support Tool

Proposals > The Effect of Facebook on Social Skills

The Effect of Facebook on Social Skills  
Proposal Workspace: PRO00000025

The PI has not yet certified this proposal.

**My Activities** (highlighted in red box):

- Submit For Review and Approval
- Ready For Submission to Sponsor
- Attach Submission Documents
- Create Additional Budget
- Send Email
- Add Comment
- Add Internal Documents
- Request Ad Hoc Review
- Request PI Certification
- Manage Additional Access

Summary				Budget Summary	Cost Share Summary	Budget Workspaces	Approvals	Attachments	History	Related Items	
<b>Proposal Information</b>				<b>Budget Information</b>				<b>Primary Unit Contact</b>			
Principal Investigator: Lise Abrams				Project Period: 5/5/2015 - 5/4/2018				Name:			
Submitting Department: LS-PSYCHOLOGY-DC				Number of Periods: 3				Email:			
Sponsor: NATL INST OF HLTH				Total Direct: \$515,882				Phone:			
Deadline: 1/30/2015				Total Indirect: \$134,129				<b>DSP Contact</b>			
Opportunity Limited?:				Total: \$650,011				Name:			
<b>Additional Commitments</b>				<b>Cost Sharing Information</b>				Email:			
Space - Renovation, Alteration, or Additional: No				Cost Sharing Direct: \$892,949				Phone:			
Purchase or Installation of major equipment: No				Cost Sharing Indirect: \$444,974				<b>Compliance Information</b>			
Other resources required but not requested: No				Cost Sharing Total: \$1,337,923				Human Subjects: No			
				Cost Sharing Type: Vol, Man				Animal Subjects: No			
				Unrecovered Indirect Costs: (\$245,347.00)				Clinical Research: No			
				Unrecovered Indirect Costs last calculated on							
				Complete the "Calculate Unrecovered Indirects" activity to update the calculations.							
<b>Key Personnel</b>											
				Period 1		Period 2		Period 3			
Name	Role	Department	FCOI Form?	Committed Months	Cost Shared	Committed Months	Cost Shared	Committed Months	Cost Shared		
Abrams, Lise	PD/PI	LS-PSYCHOLOGY-GENERAL	No	4	\$44,349	0	\$0	0	\$0		
Mendoza, Cynthia	Consultant	HR-TRAINING-DEVELOPMENT	No								
Hoh, Brian	Consultant	MD-NEUROLOGICAL SURGERY	No	12	\$517,351	0	\$0	0	\$0		

Different activities are visible to you based on the proposal state and your role. Principal Investigators will see a Certify activity where no other person will see this. When in the approval process, Grants Approvers will see Approve and Disapprove activities where the PI, Grants Administrators, and even DSP will not see these buttons.

[\[BACK\]](#)

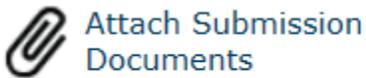
## ATTACH SUBMISSION DOCUMENTS

UFIRST has two options for attaching documents to a proposal. These two options can be found in the Activities pane on the left side of your screen in the Proposal Workspace area.

The **Attach Submission Documents** button allows you to attach documents required by the sponsor for inclusion in the final submission. The **Add Internal Documents** button allows you to attach documents for internal use by the University of Florida.

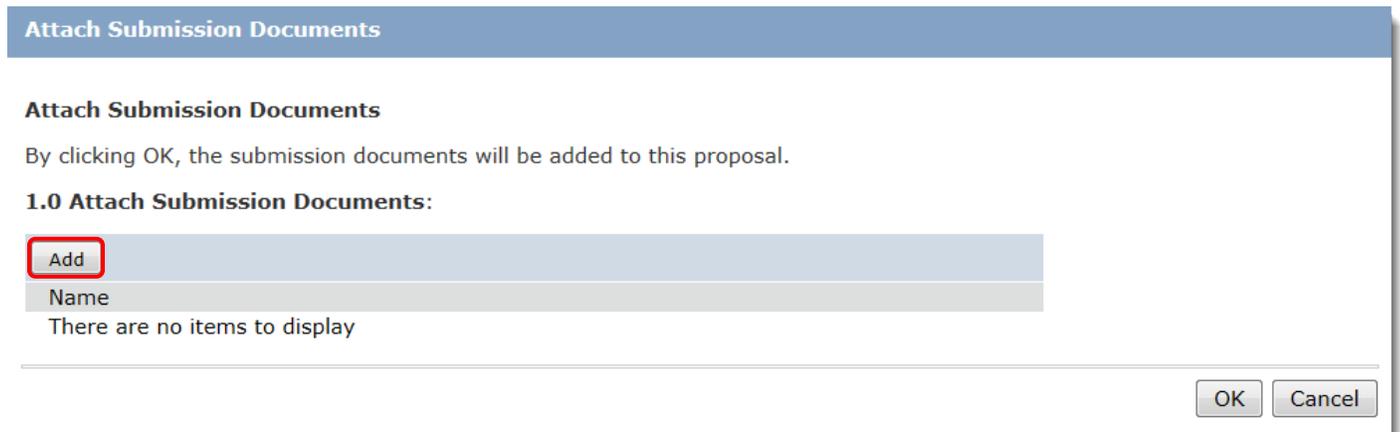
### Step 1

Click the **Attach Submission Documents** button found on the Activities pane in the Proposal Workspace.



### Step 2

Click the **Add** button in the pop-up window.



### Step 3

Select a file using the **Browse** button. You may also enter a descriptive title for the attachment in the **Title** field.

[\[BACK\]](#)

**Submit a Document** Help

Title:  If not provided, the name of the file will be used

\* File:  Browse...

Show Advanced Options

---

\* Required

## Step 4

Click **OK** if all required files are completed. If other files need to be added, click the **OK and Add Another** button.

\* Required

To revise an uploaded document, use the **Upload Revision** button to upload the new version of the same document. This feature allows you to keep the same title for the document while also providing a historical record of all documents related to the proposal. All versions of uploaded documents can be viewed by clicking the **Attachments** tab in the Proposal Workspace.

**Attach Submission Documents**

**Attach Submission Documents**

By clicking OK, the submission documents will be added to this proposal.

**1.0 Attach Submission Documents:**

	Name	
<input type="button" value="Upload Revision"/>	Blooms Taxonomy Action Verbs.pdf	<input type="button" value="Delete"/>

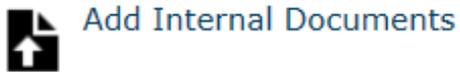
[\[BACK\]](#)

## ADD INTERNAL DOCUMENTS

Uploading internal documents in UFIRST allows you to store all necessary documentation for the proposal in one place in which all participating members (PI, Grant Administrator, Chair, Dean) have easy access to all the proposal materials. Good examples are working excel budgets, email correspondence not triggered from UFIRST and other information that can allow efficient approval of your proposal.

### Step 1

Click the **Add Internal Documents** button found on the Activities pane in the Proposal Workspace.



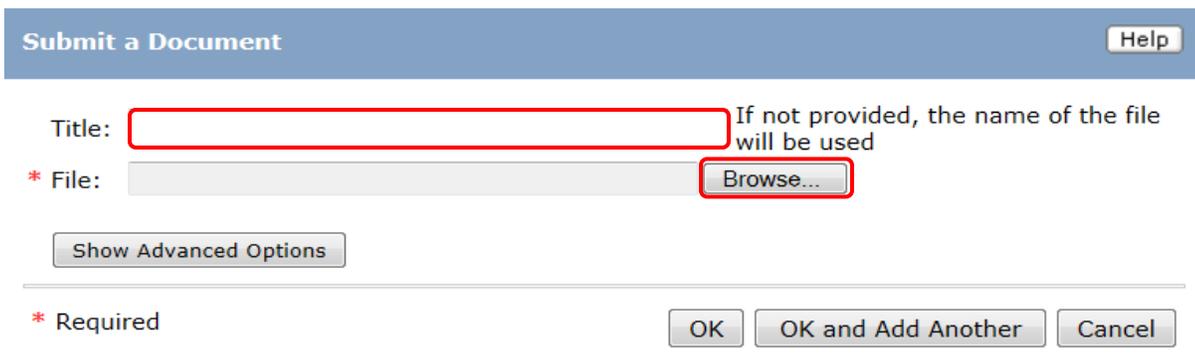
### Step 2

Click the **Add** button in the pop-up window.



### Step 3

Select a file using the **Browse** button. You may also enter a descriptive title for the attachment in the Title field.



## Step 4

Click **OK** if all required files are uploaded. If additional files need to be added, click the **OK and Add Another** button.



Internal documents uploaded to UFIRST can also be revised by using the **Upload Revision** button to upload the new version of the document.

### Add Internal Documents

**Add Internal Documents**

**Attach Internal Document:**

	Name	Version	
<input type="button" value="Upload Revision"/>	Config-2GHz.docx	0.02	<input type="button" value="Delete"/>

By clicking OK, the internal document attached in this activity will be accessible from the Attachments tab in the proposal workspace.

You are able to view all versions of the uploaded documents in the **Attachments** tab located in the Proposal Workspace.

[\[BACK\]](#)

## ATTACHMENTS TAB

In the **Attachments** tab found in the Proposal Workspace, you can view all materials that have been uploaded using the two activities described above. The files are separated in two categories: **Submission Documents** and **Internal Documents**. Documents attached using other activities are NOT available in this section, but are available through the **History** tab.

In the Proposal Workspace, click the **Attachments** tab to access all documents.

**UFIRST** University of Florida  
Integrated Research Support Tool

Proposals > The Effect of Facebook on Social Skills

Proposal Workspace: PRO00000025

The PI has not yet certified this proposal.

**Attachments** | Summary | Budget Summary | Cost Share Summary | Budget Workspaces | Approvals | History | Related Items

Proposal Information		Budget Information		Primary Unit Contact	
Principal Investigator:	Lise Abrams	Project Period:	5/5/2015 - 5/4/2018	Name:	
Submitting Department:	LS-PSYCHOLOGY-DC	Number of Periods:	3	Email:	
Sponsor:	NATL INST OF HLTH	Total Direct:	\$515,882	Phone:	
Deadline:	1/30/2015	Total Indirect:	\$134,129	DSP Contact	
Opportunity Limited?:		Total:	\$650,011	Name:	

Click the **History** tab next to the title of the document to view the date, version, owner, action taken and uploaded file for each attached document.

The Effect of Facebook on Social Skills

Proposal Workspace: PRO00000025

The PI has not yet certified this proposal.

**Attachments** | Summary | Budget Summary | Cost Share Summary | Budget Workspaces | Approvals | History | Related Items

**Submission Documents:**

Name	Version	Date Uploaded	Uploaded By
Blooms Taxonomy Action Verbs.pdf	0.02	1/28/2015 9:40 PM	Allie Gator

**Internal Documents:**

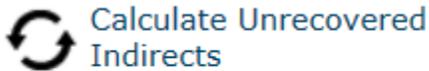
Name	Version	Date Uploaded	Uploaded By
Config-2GHz.docx	0.02	1/29/2015 10:37 AM	Allie Gator

[\[BACK\]](#)

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## CALCULATE UNRECOVERED INDIRECTS

Unrecovered indirect costs result when a sponsor does not provide reimbursement of indirect costs at UF's federally negotiated rate. The calculation consists of subtracting the indirect costs being supported by the sponsor from the amount of IDC that would result from reimbursement based on the Federally negotiated rate.



For example, the cost to the university to conduct \$100,000 worth of on-campus research is 50% or \$50,000. If a sponsor limits IDC recovery to only 25% or \$25,000, the university is not recovering the remaining \$25,000 required to conduct the research. This support is required to maintain facilities, utilities, and services that enable research to take place.



### BEST PRACTICE!

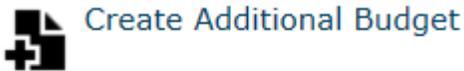
This activity should be used whenever the federally negotiated indirect cost rate for the proposed activity is not supported by the sponsor.

This activity is only needed when the gap will be used to meet mandatory cost sharing. Approvals for rates differing from prime (i.e. state at 10%) do not need to be calculated.

---

## CREATE ADDITIONAL BUDGET

This function is for the creation of multiple budgets and should be used primarily for proposals with multiple indirect cost rates or for larger center or program proposals requiring submission of multiple component budget. This function can also be used to divide internal budgets at the proposal stage; however, this is not mandatory.



Clicking on this activity will generate a pop-up that will ask for a new budget title, the person responsible for the new budget, and the department responsible for the budget.

[\[BACK\]](#)

Create Additional Budget

### Create an Additional Budget

To create an additional budget for this Funding Proposal, complete the fields below, then click **OK**. You will be redirected to the new budget's SmartForm.

**IMPORTANT NOTE:** A primary sponsor budget is automatically created when the sponsor information **is completed** in the Funding Proposal. It is accessible under the Budget tab on the Funding Proposal workspace. **Only create an additional budget if developing a proposal for a Program Project.** If you have additional questions, please contact DSP.

\* **1.0 Budget Title (81 characters & spaces max. for NIH):**

*Edit the display name of this budget to better reflect the sponsor or content of the budget.*

\* **2.0 Person responsible for this budget:**

\* **3.0 Department responsible for this budget:**

## MANAGE ADDITIONAL ACCESS

This activity allows you to manage both edit and view access.



People who are listed as Grants Administrators in units that house listed personnel will have default access. However, if an investigator listed on the proposal has a split appointment, additional access can be granted to the investigator's non-primary department administrators. In addition, if a lab manager or post-doc will be loading documents or working on the proposal, they should be provided edit access.

This activity can also be used to update the Primary Unit Administrative contact on a proposal. This would be used in the event of personnel changes within a department.

### Manage Additional Access

#### Manage Additional Access

The Principal Investigator, Primary Administrative Contact, Proposal Personnel, Key Personnel, and Unit Administrators of Key Personnel have default access to this proposal.

#### 1.0 Select individuals who can EDIT this proposal:

<input type="text"/>	Add
Last Name	First Name
There are no items to display	

#### 2.0 Select individuals who can VIEW this proposal:

<input type="text"/>	Add
Last Name	First Name
There are no items to display	

#### 3.0 Select the Primary Administrative Contact for this proposal:

Adrienne Fagan

By clicking OK, the access will reflect the people identified in questions 1, 2, and 3.



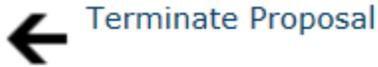
#### BEST PRACTICE!

To protect scientific information contained within the proposal as well as the integrity of the proposal record, access **should be limited** to individuals that have a legitimate business purpose for having access.

[\[BACK\]](#)

## TERMINATE PROPOSAL

This action is to be exercised when a proposal is created in UFIRST but will not be brought forward for submission. This activity will change the state of this proposal to Terminated. A terminated proposal can be copied, however any workflow approval that had taken place will need to be reestablished.



Clicking on this activity will generate a pop-up where you must provide information on why the proposal is being terminated.

A screenshot of a "Terminate Proposal" dialog box. The title bar is blue and contains the text "Terminate Proposal". Below the title bar, the text "Terminate Proposal" is repeated. There is a red asterisk followed by the question "Are you sure you want to terminate this proposal?" and a small square checkbox. Below that is another red asterisk followed by the label "Comments:" and a large, empty text area with a vertical scrollbar on the right. At the bottom of the dialog box, there is a line of text: "By clicking OK, this proposal will be terminated and no longer available for processing." In the bottom right corner, there are two buttons: "OK" and "Cancel".

When a PI communicates that a proposal you have started in UFIRST will not be submitted, be sure to utilize this activity. This will clear this item off of your worklist, the PI's worklist and the queue for the Division of Sponsored Programs. This will save time and allow for more effective triage of proposals.

## APPROVAL WORKFLOW

It is an institutional requirement that all approvals for a proposal are gathered in UFIRST. Approvals for all proposals are gathered electronically by approvers designated by Grants Workflow Administrators in each college or major unit.

UFIRST allows for “pools” of approvers at each approval level. All approvers at an approval level are notified concurrently when the proposal is submitted into workflow but only one approver needs to act. PI Certification can occur at any time after the proposal is created, but must occur prior to DSP reviewing the proposal.

### IMPORTANT INFORMATION TO KNOW

- The PI can certify the proposal as soon as the proposal record is created. However, PI Certification can occur at any point of the approval process prior to the final department approval (typically the dean).
- Cost share approval occurs prior to the review and approval of the submitting unit Chair and Dean.
- All departments with Key Personnel that show effort commitment and salary requested on the proposal will receive email notifications regarding the proposal. They will not be required to log into UFIRST and approve.
- Submitting the proposal into workflow for review and approval locks the forms and grids from editing by the Proposal Team (PI, Study Staff, Grants Administration).
- A proposal can be routed concurrent with or before completion of the final technical portions of the proposal.

### OVERVIEW OF THE APPROVAL WORKFLOW

The typical workflow of a proposal in UFIRST is as follows:



[\[BACK\]](#)

While the final science of the proposal and submission documents **do not** need to be attached to the proposal record prior to entering the approval workflow, the Proposal SmartForm, Budget SmartForm and Budget Grids **MUST** be completed.



### ALERT!

Submitting the proposal into workflow for review and approval locks the forms and grids from editing by the Proposal Team (PI, Study Staff, Grants Administration).

---

## PI CERTIFICATION

Activity associated with this workflow event:



[Request PI Certification](#)

Requesting a PI to certify the proposal can be done as soon as the proposal record is created in UFIRST. This activity emails the PI a link to the proposal and asks the PI to affirm the validity and accuracy of the proposal, to accept responsibility for scientific conduct, the project's deliverables, and all resources used to fulfill this work, and to confirm the budget requested is in accordance to University, State, Sponsor and Federal policies and regulation.

Click the **Request PI Certification** to view a notification pop-up window. If this request has been sent before, the pop-up window will display Date Sent, Sent By, and Sent To.

**Request PI Certification**

**Request PI Certification**

By clicking OK, the Principal Investigator will receive an email requesting them to log in, review, and certify the accuracy of this proposal.

If this email has been triggered previously, those requests were sent on:

Date Sent:	Sent By:	Sent To:
There are no items to display		

OK Cancel

The PI will receive an email advising that a proposal in their UFIRST **My Inbox** requires certification. The email contains a link directly to the Proposal Workspace for easy access.

When the PI accesses the Proposal Workspace the first activity available at the top of the activity panel is **PI Certify**.



Upon executing this activity the PI Certify pop-up box will appear.

**PI Certify**

**PI Certification**

I Certify that:

1. the information submitted within the application is true, complete and accurate to the best of my knowledge;
2. any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties;
3. I agree to accept responsibility for the scientific conduct of the project and to provide any required reports or deliverables; and
4. to the best of my knowledge, all space and other resources (including cost sharing ) required to fulfill the statement of work have been clearly identified and the budget is in accordance with applicable University, State, Sponsor and Federal policy and regulation.

\* I agree with the above statements:

OK Cancel

Once the PI has completed this activity this statement, **The PI has not yet certified this proposal**, will disappear from the top of the proposal workspace



### ALERT!

This activity cannot be delegated to a chair or administrator, only the PI can complete their own certifications. This is a Federal regulation. Additionally, regulations state this activity must take place before a proposal can be submitted.

[\[BACK\]](#)

## SUBMIT FOR REVIEW AND APPROVAL

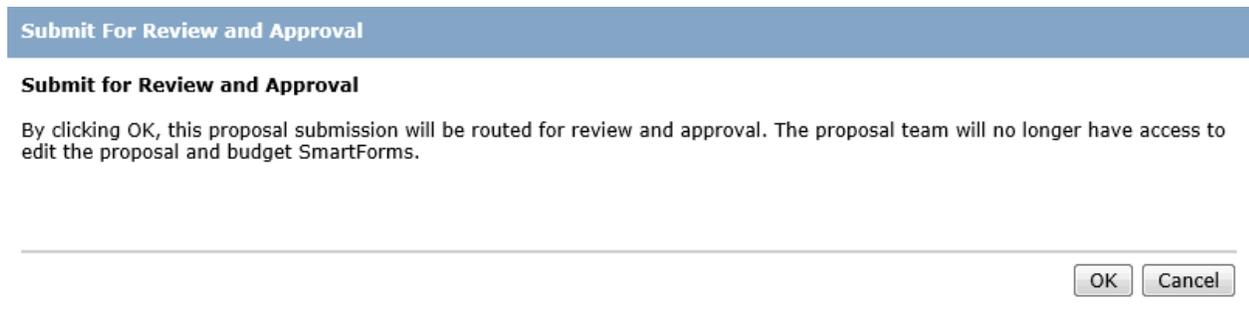
Activity associated with this workflow event:



In order to execute this activity all errors must be addressed and all FCOI forms (if applicable) will need to be attached.

Executing the **Submit For Review and Approval** activity will trigger email notifications to the first required approver. UFIRST allows each unit to flexibly designate how many levels of approvals are required. For some units (major centers such as Latin American Studies), only one approval may be required. For others, such as large departments broken down into divisions, there may be three or more levels of approvals.

In the event that your proposal contains cost share from departments outside of the Submitting Department, the Cost Share Approvals for the outside units must take place first. The next approver will then be the Submitting Unit's Level 1 Reviewer (typically a Chair or Division Chief).

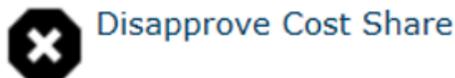


### ALERT!

A pop-up window will notify the Proposal Team that once a proposal is submitted for review, the Proposal SmartForm, Budget SmartForm and Budget Grids can no longer be edited.

## COST SHARE APPROVAL

Activities associated with this workflow event:



Approving a cost share commitment indicates that the Cost Share Approver accepts the responsibility on behalf of his/her unit for the costs associated with this commitment. Disapproving the cost share will return the proposal to the Proposal Team in Draft state. The Cost Share Approver must provide details

in the comment section informing the Proposal Team about changes needed or outright disapproval. For more details, view the step-by-step instructions for [Cost Share Approval](#) section.

### SUBMITTING UNIT APPROVERS

Activities associated with this workflow event:



When it is time for the first level approval, all of the approvers at the first level will receive an email from UFIRST indicating that the proposal is ready for their review. The email will include a link to the proposal workspace. Only one approver is required to act. The approvers will see an **Approve**, a **Disapprove**, and a **Request Changes** button. After review of the proposal, the approver can execute whichever of the three actions is appropriate. For more details, view the step-by-step instructions for [Unit Approvers](#) section.

If the approver is the final approval level before the proposal is submitted to DSP, they will not be able to **Approve** until the PI has certified. Once the PI has certified the Approver can execute the Approve activity and the proposal will be transitioned to the DSP Review state.

### REQUEST CHANGES ACTIVITY

Unit Approvers can use this activity to request changes be made to a proposal before approving or disapproving it. When requesting changes, you can select who in the Proposal Team receives the email notification regarding these changes.

#### Request Changes

**Request Changes**

**\* 1.0 Select Email Recipients:**

- Principal Investigator: Abram Lise
- Administrative Contact: None Listed
- Submitting Dept Admins: LS-PSYCHOLOGY-DC

**\* Comments:**

**Attachments:**

Name
There are no items to display

As each level of approval occurs, the next level will receive an email notifying them that it is their turn to review and approve. Once the final level of approval has approved, the proposal will be sent to the Division of Sponsored Programs. The proposal will disappear from the approver's **My Inbox** but is available for tracking in the [Proposal Worklists](#).

---

### REQUEST AD HOC REVIEW

Activity associated with this workflow event:



Based on the Submitting Department and Responsible Cost Share Units identified in the Proposal SmartForm and Budget SmartForm, UFIRST will automatically route the proposal to the appropriate units for review. If the Proposal Team or an Approver determines that review is needed by anyone not listed in the **Approvals** tab in the Proposal Workspace, an Ad Hoc Review request can be sent. Any UF employee can be added as an Ad Hoc Reviewer.

Type the name of the person you want to assign in the **Select Ad Hoc Review** field. You may choose to click the **Select** button if you would like to use the **Filter by** criteria.

If you are unsure of the exact person to route the request to, you may assign a unit as an Ad Hoc Review. The request is sent to all assigned reviewers in that unit by clicking the **Select** button to view all possible units.

You must select the Type of Review for this request. Several common requests have been pre-configured to expedite the process. If your request is not one listed, select Other. Provide additional information in the **Additional Review Information** field.

[\[BACK\]](#)

**Request Ad Hoc Review**

**1.0 Select Ad Hoc Reviewer:**

OR

**Review Organization:**

**\* 2.0 Type of Review:**

- Cost Share
- IFAS Non-Primary Dean
- NRSA Fellowship Assurance - FELLOW
- NRSA Fellowship Assurance - SPONSOR
- Request PI Eligibility
- Other
- Multi-PI Review

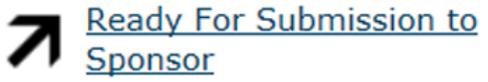
[Clear](#)

**3.0 Additional Review Information:**

---

## SUBMIT TO SPONSOR

Activity associated with this workflow event:



UFIRST has been designed to move the proposal through administrative approvals as early as possible. The final technical portions of the proposal are typically the last thing to be completed. So the proposal is not held for these final elements to be included, the proposal should be submitted into workflow as soon as the budget is complete. However, DSP needs to be notified when ALL sections of the proposal are ready for submission. This activity is utilized to communicate to DSP that the science of this proposal is final and that DSP may submit upon their review and approval.

### Ready For Submission to Sponsor

#### Ready For Submission To Sponsor

By clicking OK, you are certifying the science is complete and final. When all UF internal approvals have been obtained, DSP is authorized to submit or release for submission.

OK Cancel

Some proposals require submission by the PI. If such is the case, the PI may submit only after DSP approves. The complete science and all submitting documents **MUST** be attached to the proposal prior to PI submission.

### DSP REVIEW AND APPROVAL

Once the PI has completed certification and the final Department Approver has approved, the proposal will be sent to DSP for institutional review and approval.

The DSP team may ask for changes or clarification regarding the proposal. When this occurs, DSP will communicate with the Proposal Team via UFIRST's in-system communication to request changes any changes to the proposal.

### ADDITIONAL ACTIVITIES

UFIRST provides a wide range of activities that encompasses more than moving a proposal through the approval and submission workflows. UFIRST provides the opportunity to communicate with all parties involved in the proposal, as well as perform administrative duties such as managing access, and copying, exporting and terminating a proposal.

### SEND AN EMAIL

UFIRST provides features that allow for communication with members of the Proposal Team, Approvers, and DSP staff. A benefit of using the **Send An Email** activity is that all communication is stored in UFIRST for access by everyone involved in the proposal.



You can choose the recipients based on their role in the approval workflow as well as add attachments to include in the email. The content of the email will be captured in the **History** tab and sent to the recipient's email address.

#### ALERT!



Only emails sent from within UFIRST are logged in the History tab. Any responses to UFIRST generated emails from a personal email address will not be stored.

[\[BACK\]](#)

Send Email

Send Email

**1.0 Select Proposal Team Recipients:**

- Principal Investigator: Abram Lise
- Administrative Contact: Allie Gator

**2.0 Select Unit Administrator Recipients:**

Name	Organization
There are no items to display	

**3.0 Select Approver Recipients:**

Name	Organization
There are no items to display	

**4.0 Select DSP Staff Recipients:**

Name	Organization
There are no items to display	

**ADD COMMENT**

This feature allows all individuals who have access to the proposal to view the added comment and any attachments included. A comment can be added during any stage of the proposal.



**BEST PRACTICE!**

Utilize the comment activity to capture any communication that may have taken place outside of UFIRST. i.e. copies of emails sent between personal email addresses in lieu of UFIRST email.

### EXPORT A BUDGET

All budgets created for a proposal can be exported as an Excel file.

[\[BACK\]](#)



After executing the activity, you must click the **History** tab located in the Proposal Workspace to view the Excel file.

---

### COPY A PROPOSAL

A proposal can be copied into a new record. This is useful when you are routing a resubmission of a previous proposal, submission of a proposal very similar to one routed previously, or in the event of an Approver erroneously disapproving or terminating a proposal.



The copy function may take a few minutes to complete. After you execute the activity, the new proposal can be found in the **History** tab or in your **Proposal Worklist** and will be in the Draft State for editing.



#### ALERT!

The **Copy Proposal** activity is the most complex function in the system. This process can take several minutes.

## POST SUBMISSION ACTIVITIES

These activities are to be executed as soon as a Sponsor has notified UF of a post submission request (Just In Time (JIT) Request, Proposal File Update, Revised Budget, etc) or provided an update on the funding status (Award Anticipated or Award Received).

### NOTIFY DSP OF POST SUBMISSION UPDATE

This activity is available to the Proposal Team to inform DSP that a sponsor requires post submission information, or that there is a change in funding status. Meaning, the same activity button will allow you to inform DSP of updates requested by the sponsor or of change in funding status. This activity is only available in the **Pending Sponsor Review** state.



[\[BACK\]](#)

### POST SUBMISSION REQUEST FROM THE SPONSOR

#### ALERT!



When a sponsor requests any post submission materials (JIT, budget revision, etc.) you **MUST** provide DSP the documentation using this activity.

Attach documents to be submitted to the Sponsor as well as communication from the Sponsor regarding this request.

### Step 1

Click the **Notify DSP of Post Submission Update** activity button.



### Step 2

Select the appropriate type of post submission update according to the sponsor request.

**Notify DSP of Post Submission Update**

**Post Submission Update:**

- Award Anticipated
- Award Received
- Not Funded
- Withdrawn
- Information Requested
- Budget Revision Requested

Clear

**Comments:**

**Attachments:**

Name	Version
There are no items to display	

[\[BACK\]](#)

### Step 3

Attach necessary documents to the post submission update being sent to DSP by clicking the **Add** button.

**Attachments:**

Name	Version
There are no items to display	

### Step 4

Click the **OK** button.

The options to complete the post submission request are Information Requested and Budget Revision Requested.

**UPDATE FUNDING STATUS**



**BEST PRACTICE!**

Utilize this activity to update the funding status of a proposal. Updating the funding status provides a cue to primary unit contact to track this proposal more closely. This activity also supports proper tracking of proposal success rates.

**Step 1**

Click the **Notify DSP of Post Submission Update** activity button.



**Step 2**

Select the appropriate funding status update for the proposal.

**Notify DSP of Post Submission Update**

**Post Submission Update:**

- Award Anticipated
- Award Received
- Not Funded
- Withdrawn
- Information Requested
- Budget Revision Requested

Clear

**Comments:**

**Attachments:**

Name	Version
There are no items to display	

The options for funding status update are:

- **Award Anticipated:** While no explicit action is needed during this state, it is highly recommended that the Proposal Team ensure that all compliance protocols are approved and that any breakout of the budgets between projects is determined.
- **Award Received:** If the Proposal Team receives the award from the Sponsor, they must notify DSP that it has been received in order to start review and possible negotiation.
- **Not Funded:** Sponsor has indicated that the proposal will not be funded.
- **Withdrawn:** PI is requesting that DSP withdraw the request from Sponsor consideration.

### Step 3

Attach necessary documents to the post submission update being sent to DSP by clicking the **Add** button.

#### Attachments:

Name	Version
There are no items to display	

### Step 4

Click the **OK** button.



#### ALERT!

Selecting **Withdrawn** within the Notify DSP Post Submission Update activity, is the first step to completing a formal withdrawal of a proposal. Depending upon the sponsor and the point of the review process that the proposal is in will determine subsequent withdrawal steps.

Once this notification is submitted, DSP will contact you with additional steps.

---

## RESPOND TO POST SUBMISSION REQUEST

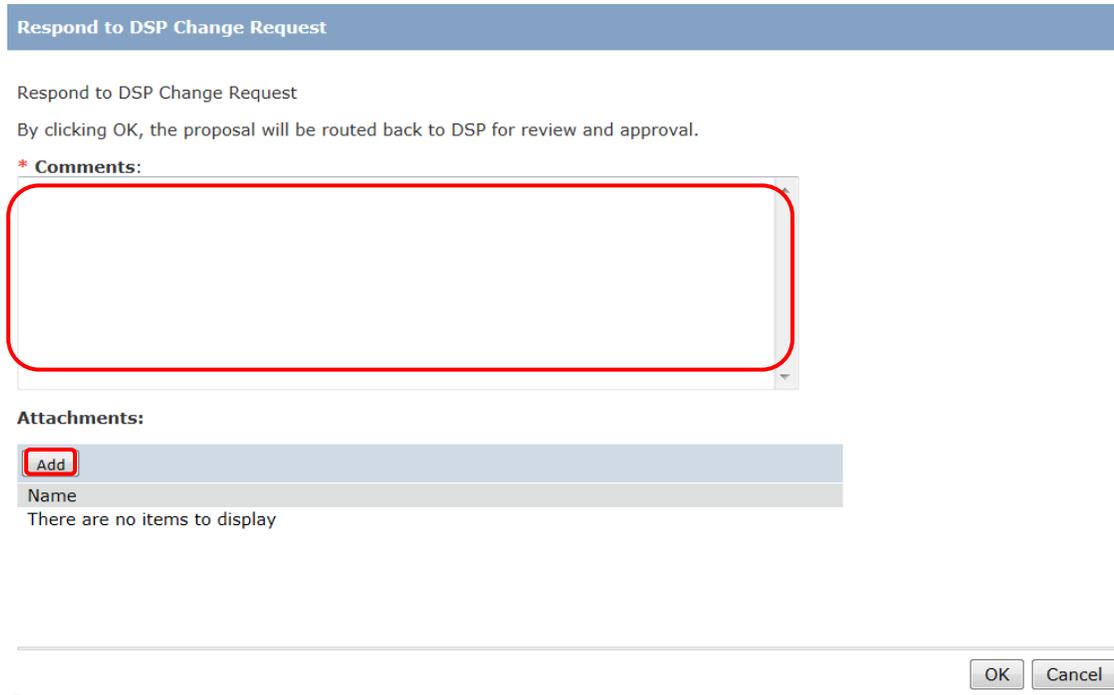
Should DSP be the recipient of the Sponsor's request for additional information, DSP will execute the DSP Post Submission Request Activity. This activity sends a notification to the Proposal Team. Once the Proposal Team has prepared the response, they must provide it to DSP by executing the **Respond to Post Submission Request** activity



Respond to DSP Change Request

## UFIRST Training Manual

Once the **Respond to Post Submission Request** activity is triggered, a pop-up window will appear on your screen. The person responding to the request must provide information in the **Comments** section. Attachments can be included by clicking the **Add** button.



The screenshot shows a pop-up window titled "Respond to DSP Change Request". The window has a blue header bar with the title. Below the header, the text "Respond to DSP Change Request" is displayed, followed by the instruction "By clicking OK, the proposal will be routed back to DSP for review and approval." The main content area is divided into two sections: "Comments:" and "Attachments:". The "Comments:" section features a large, empty text input field with a red border. The "Attachments:" section includes an "Add" button, a table with a "Name" header, and the text "There are no items to display". At the bottom right of the window, there are "OK" and "Cancel" buttons.

**Respond to DSP Change Request**

Respond to DSP Change Request

By clicking OK, the proposal will be routed back to DSP for review and approval.

**\* Comments:**

**Attachments:**

**Add**

Name
There are no items to display

OK Cancel

## ACTIVITIES BY STATE AND ROLE

The actions or activities an individual can view and trigger depends on their role and the state of the proposal. Below are a list of activities by UFIRST role and proposal state.

### STUDY STAFF ACTIVITIES

1. At the draft stage, Study Staff (Proposal Team), can make changes to any section of the proposal including the Proposal SmartForm, Budget SmartForm, and Budget Grids.
2. Once the proposal has entered approval workflow, it is no longer in the Draft State and the Activities panel no longer include Create Additional Budget, Submit for Review and Approval, or Terminate Proposal.
3. If DSP requests changes to the proposal, the State is updated to DSP Changes Requested: Pending Proposal Team Response, and a new activity will appear in the Activity panel. This new activity allows you to respond to DSP requests directly within UFIRST.
4. If the Study Staff is in receipt of a post submission request from the sponsor (JIT, Proposal File Update, Budget Revisions, etc) they are responsible for notifying DSP of this request by executing the **Submit Post Submission Update** activity.

See the next page for more Activities available to Study Staff when viewing a proposal in different states.

Draft

---

**My Activities**

---

-  [Submit For Review and Approval](#)
-  [Ready For Submission to Sponsor](#)
-  [Attach Submission Documents](#)
-  [Create Additional Budget](#)
-  [Send Email](#)
-  [Add Comment](#)
-  [Add Internal Documents](#)
-  [Request Ad Hoc Review](#)
-  [Request PI Certification](#)
-  [Manage Additional Access](#)
-  [Export Budget](#)
-  [Copy Proposal](#)
-  [Calculate Unrecovered Indirects](#)
-  [Terminate Proposal](#)

[\[BACK\]](#)

Cost Share Review

Department Review

DSP Staff Review

Pending Proposal Team Response: Dept Review

➔ Respond to Change Request

Pending Proposal Team Response: DSP Review

Pending Sponsor Review

✉ Notify DSP of Post Submission Update

Pending Post Submission Response

**My Activities**

- ➔ Ready For Submission to Sponsor
- 📎 Attach Submission Documents
- ✉ Send Email
- 🗨 Add Comment
- 📁 Add Internal Documents
- ⬅ Request Ad Hoc Review
- 👥 Manage Additional Access
- 📄 Export Budget
- 📄 Copy Proposal
- 🔄 Calculate Unrecovered Indirects

**My Activities**

- ➔ Respond to DSP Change Request
- 📎 Attach Submission Documents
- ➕ Create Additional Budget
- ✉ Send Email
- 🗨 Add Comment
- 📁 Add Internal Documents
- ⬅ Request Ad Hoc Review
- 👥 Manage Additional Access
- 📄 Export Budget
- 📄 Copy Proposal
- 🔄 Calculate Unrecovered Indirects
- ⬅ Terminate Proposal

**My Activities**

- ➔ Submit Post Submission Response
- ➕ Create Additional Budget
- ✉ Send Email
- 🗨 Add Comment
- 📁 Add Internal Documents
- ⬅ Request Ad Hoc Review
- 👥 Manage Additional Access
- 📄 Export Budget
- 📄 Copy Proposal
- 🔄 Calculate Unrecovered Indirects

[\[BACK\]](#)

## PRINCIPAL INVESTIGATORS (PI) ACTIVITIES

1. A PI has the capability to build their own proposals in UFIRST. The key difference between the Activities available to StudyStaff and PIs is the **PI Certify** button. All PIs are required to certify any proposal entered in UFIRST on their behalf.
2. Once the proposal is in the approval workflow, the options in the **Activities** panel no longer include creating additional budget, sending to approval workflow, or terminating the proposal.
3. If DSP requests changes to the proposal, a new activity will appear in the Activity panel. This new activity allows you to respond directly to DSP requests directly within UFIRST.
4. If there are any additional requests after the proposal is submitted to the sponsor, the PI can respond using the **Submit Post Submission Response** button that becomes available when this action is requested.
5. If an update to the proposal is sent directly from the PI to the sponsor, a notification must be sent to DSP using the **Notify DSP of Post Submission Update** button.

See the next page for more Activities available to Principal Investigators when viewing a proposal in different states.

Draft

My Activities

-  **PI Certify**
-  **Submit For Review and Approval**
-  **Attach Submission Documents**
-  **Create Additional Budget**
-  **Send Email**
-  **Add Comment**
-  **Add Internal Documents**
-  **Request Ad Hoc Review**
-  **Manage Additional Access**
-  **Export Budget**
-  **Copy Proposal**
-  **Calculate Unrecovered Indirects**
-  **Terminate Proposal**

[\[BACK\]](#)

Cost Share Review

Department Review

DSP Staff Review

Pending Proposal Team Response: Dept Review

➔ Respond to Change Request

Pending Proposal Team Response: DSP Review

Pending Sponsor Review

✉ Notify DSP of Post Submission Update

Pending Post Submission Response

**My Activities**

- ➔ Ready For Submission to Sponsor
- 📎 Attach Submission Documents
- ✉ Send Email
- 🗨 Add Comment
- 🏠 Add Internal Documents
- ⬅ Request Ad Hoc Review
- 👥 Manage Additional Access
- 📄 Export Budget
- 📄 Copy Proposal
- 🔄 Calculate Unrecovered Indirects

**My Activities**

- ➔ Respond to DSP Change Request
- 📎 Attach Submission Documents
- ➕ Create Additional Budget
- ✉ Send Email
- 🗨 Add Comment
- 🏠 Add Internal Documents
- ⬅ Request Ad Hoc Review
- 👥 Manage Additional Access
- 📄 Export Budget
- 📄 Copy Proposal
- 🔄 Calculate Unrecovered Indirects
- ⬅ Terminate Proposal

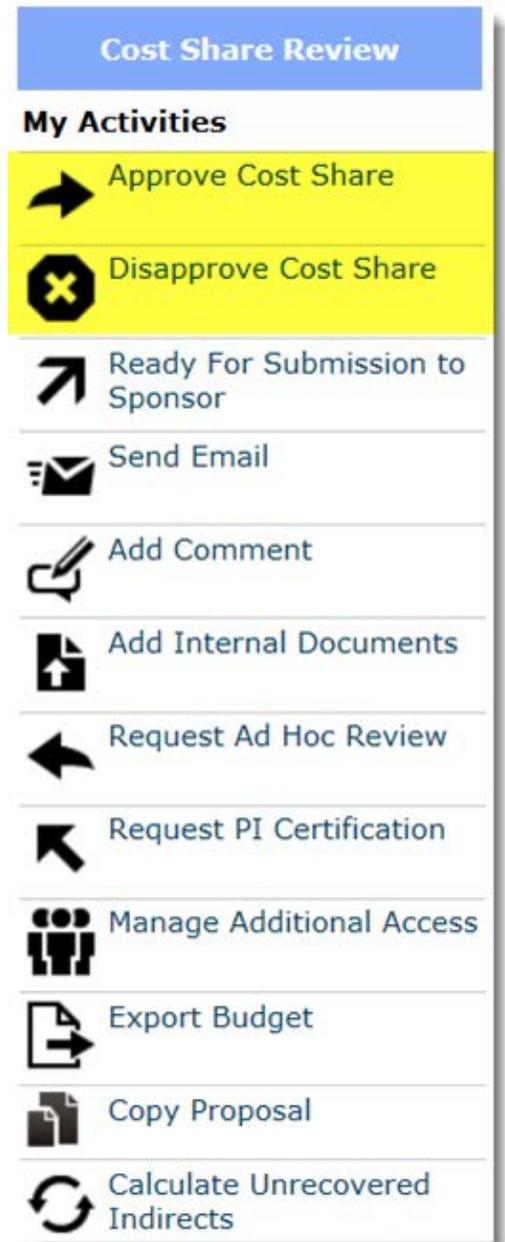
**My Activities**

- ➔ Submit Post Submission Response
- ➕ Create Additional Budget
- ✉ Send Email
- 🗨 Add Comment
- 🏠 Add Internal Documents
- ⬅ Request Ad Hoc Review
- 👥 Manage Additional Access
- 📄 Export Budget
- 📄 Copy Proposal
- 🔄 Calculate Unrecovered Indirects

[\[BACK\]](#)

### COST SHARE APPROVER ACTIVITIES

1. Cost share approvers cannot view a proposal until it has been entered in the approval workflow.
2. If the cost share is approved, it will no longer appear in the cost share approver's queue.
3. If the cost share is not approved, the proposal will return to the Proposal Team's **My Inbox** in Draft state. A customized message and attachments can be included in the **Disapprove Cost Share** activity.



#### ALERT!

This is the primary list of Activities that the Cost Share Approvers will use to interact with the system. However, activities will update as the proposal changes states throughout the workflow process.

[\[BACK\]](#)

**UNIT APPROVER ACTIVITIES**

1. Unit approvers cannot view the proposal until cost share is approved.
2. Approving the proposal indicates that the proposal is in accordance and compliance to the University, state, sponsor and federal laws and regulations. The unit approver is also committing the responsibility of the conduct of the proposal.
3. Unit approvers can request changes to the proposal by selecting the **Request Changes** button. The unit approver must select the appropriate person to send the change request (PI, Administrative Contact, Submitting Department Administration).

 **BEST PRACTICE!**  
A change request to a proposal should be sent to the entire Proposal Team. This is to prevent any unnecessary delays in response.

4. Selecting the **Disapprove** button prevents the proposal from moving forward to the sponsor. The proposal is no longer available for processing. You **MUST** enter comments as to why the proposal was not approved. When a proposal is disapproved, you will need to copy the proposal, make necessary change and then resubmit.

Department Review

**My Activities**

-  Approve
-  Request Changes
-  Disapprove
-  Ready For Submission to Sponsor
-  Attach Submission Documents
-  Send Email
-  Add Comment
-  Add Internal Documents
-  Request Ad Hoc Review
-  Remove Ad Hoc Review
-  Manage Additional Access
-  Export Budget
-  Copy Proposal
-  Calculate Unrecovered Indirects
-  Refresh Approvers

 **ALERT!**  
This is the primary list of Activities that Level 1 and 2 Department Approvers will use to interact with the system. However, activities will update as the proposal changes states throughout the workflow process.

[\[BACK\]](#)

## REVIEWERS AND APPROVERS

Reviewers and approvers are responsible for reviewing proposals on behalf of their unit's interests and internal policies. An approver is certifying that they acknowledge the content and budget of a proposal and will be responsible for resources identified and committed.

### IMPORTANT INFORMATION TO KNOW

- Reviewers and approvers will receive an email notification with a link that will provide quick access to the proposal requiring their action.
- Upon logging in to UFIRST via the link provided, the approver's landing page will be the Proposal Workspace.
- Approvers are responsible for reviewing all of the information necessary for them to approve. A helpful summary of information is available in the Summary tab of the Proposal Workspace. They can access detailed information by viewing the Budget Summary and Cost Share Summary tabs.
- In the event that a non-eligible UF PI is the named PI on a proposal, the Mentor or Responsible faculty member will be responsible for completing the PI certify activity.

### PI CERTIFICATION

#### Step 1

Click the link provided in the email notification sent to the PI.



This is an automated notification email. Please do not reply to this email.

<b>From</b>	Allie Gator
<b>Link</b>	<a href="#">PRO0000025</a>
<b>Proposal Title</b>	The Effect of Facebook on Social Skills
<b>Principal Investigator</b>	Abram Lise
<b>Sponsor</b>	Psychology Beyond Borders

#### ACTION REQUIRED

The above proposal has been submitted for departmental review and approval with the PI Certification incomplete. Click the link above to access the proposal workspace. Complete the PI Certification by executing the *PI Certify* activity.

If you access UFIRST directly without clicking on the link, the proposal will be in **My Inbox**, the first page you land on when logging in.

[\[BACK\]](#)

## Step 2

Execute the **PI Certify** activity.



Review the certification statement. If you agree, click the check box next to “I agree with the above statements” and click **OK** button. If you are unwilling to certify, please contact the Division of Sponsored Programs.

A screenshot of a web-based dialog box titled "PI Certify". The title bar is blue with the text "PI Certify" in white. Below the title bar, the text "PI Certification" is displayed in bold. The main content area contains the text "I Certify that:" followed by a numbered list of four items. Below the list is a checkbox labeled "\* I agree with the above statements:". The checkbox is currently unchecked. At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular border.

By executing this activity, the PI assumes the responsibility for the accuracy, merit and conduct of the proposed project. The PI is also certifying that they have identified all additional resources committed in the proposal.

As the PI, the proposal will stay in your inbox until it is submitted. You can click on the **Name** link at any time to track its status.

[\[BACK\]](#)

## COST SHARE APPROVAL

### Step 1

Click the link provided in the email notification sent to the designated Cost Share Approver.

If you access UFIRST directly without clicking on the link, the proposal will be in **My Inbox**, the first page you land on when logging in.

### Step 2

Click on the **Cost Share Summary** tab.

In this tab, you will see listed a breakdown of cost share expenses by responsible unit. Submitting Unit Cost Share Approvers must also review Third Party Cost Sharing commitments as their unit is ultimately responsible for monitoring and reporting of all cost share.

[\[BACK\]](#)

The Effect of Facebook on Social Skills

Proposal Workspace: PRO00000025

**Cost Share Review**

View Proposal SmartForm

Access Budget Workspaces

Create...  
New Agreement

**My Activities**

- Send Email
- Add Comment
- Add Internal Documents
- Request Ad Hoc Review
- Manage Additional Access
- Export Budget

Summary | Budget Summary | **Cost Share Summary** | Budget Workspaces | Approvals | Attachments | History | Related Items

Monitoring and tracking all third party cost sharing is ultimately the responsibility of the submitting department.

AG-ENVIRONMENTAL HORTICULTURE	Period 1	Period 2	Period 3	Cumulative
<b>SUBAWARD COST</b>				
Voluntary	\$8,000	\$8,000	\$8,000	\$24,000
Mandatory	\$15,000	\$15,000	\$15,000	\$45,000
<b>INDIRECT COST</b>				
Voluntary	\$4,000	\$4,000	\$4,000	\$12,000
Mandatory	\$7,500	\$5,000	\$0	\$12,500
OTC	\$0	\$0	\$0	\$0
<b>TOTAL</b>				
Voluntary	\$12,000	\$12,000	\$12,000	\$36,000
Mandatory	\$22,500	\$20,000	\$15,000	\$57,500
OTC	\$0	\$0	\$0	\$0
<b>GRAND TOTAL AG-ENVIRONMENTAL HORTICULTURE</b>	<b>\$34,500</b>	<b>\$32,000</b>	<b>\$27,000</b>	<b>\$93,500</b>

For more details, click on the **Budget Workspaces** tab and click the **Edit** link to view the Cost Sharing Budget Grids.

The Effect of Facebook on Social Skills

Proposal Workspace: PRO00000025

**Cost Share Review**

View Proposal SmartForm

Access Budget Workspaces

Create...  
New Agreement

**My Activities**

- Notify DSP of Post Submission Update
- Send Email
- Add Comment

Summary | Budget Summary | Cost Share Summary | **Budget Workspaces** | Approvals | Attachments | History | Related

**Working Budgets**

No data to display.

page 1 no results 10

**Submitted Budgets**

Name	SmartForm	Date Modified	Total	IDC Rate Type	Responsible Person	Included in
Cost Sharing for Psychology Beyond Borders	[Edit]	2/4/2015 9:45 AM	\$1,337,923	Research On	Abram Lise	yes
Psychology Beyond Borders	[Edit]	2/4/2015 9:44 AM	\$650,011	Research On	Abram Lise	yes

2 items page 1 of 1 10

**Step 3**

Select **Approve** or **Disapprove** for the reviewed proposal.

[BACK]

**APPROVE**



Approving this cost share indicates that Cost Share Approver accepts responsibility for the costs associated with this commitment.

**Approve Cost Share**

I certify that the cost sharing indicated for my unit has been reviewed and is in accordance with applicable University, State, Sponsor and Federal policies and regulations. I understand my unit is responsible for meeting this cost sharing requirement and providing adequate documentation should this proposal be awarded.

By clicking OK, this proposal will be submitted to the next level of review and approval.

**Comments:**

**Attachments:**

Name
There are no items to display

**DISAPPROVE**



Disapproving this cost share will return the proposal to the Proposal Team in Draft state. Details must be provided in the comment section informing the Proposal Team about changes being requested or outright disapproval.

Disapprove Cost Share

By clicking OK, the proposed cost share for your unit will be disapproved. The proposal will return to the proposal team in the Draft state.

\* **Comments:**



**Attachments:**

Name
There are no items to display

Once this activity is completed with an Approval the proposal will transition to Department Review. The proposal will disappear from the Cost Share Approver's **My Inbox**.

## AD HOC REVIEW RESPONSE

In the event that a review is required by any UF employee not listed on the Approvers tab in the Proposal Workspace, an Ad Hoc Review request can be initiated. Note that an ad hoc review does not prevent a proposal from being submitted to the Sponsor. However, issues related to a disapproved ad hoc review will need to be resolved before work can commence on the related project.

### Step 1

Click the link provided in the email notification sent to the identified Ad Hoc Reviewer.



This is an automated notification email. Please do not reply to this email.

**From** Bobby McBobberson  
**Link** [PRO0000025](#)  
**Proposal Title** The Effect of Facebook on Social Skills  
**Principal Investigator** Abram Lise  
**Sponsor** Psychology Beyond Borders

#### ACTION REQUIRED

You have been requested as an Ad Hoc reviewer for the above proposal.

Ad Hoc Review Type: Other

Additional Information: Help Me with this budget

Click on the link above to access the proposal workspace. Complete your review by executing the Ad Hoc Review Response activity.

The details surrounding the Ad Hoc Review Request will be stated in the email notification as well as in the **History** tab found in the Proposal Workspace.

If you access UFIRST directly without clicking on the link, the proposal will be in **My Inbox**, the first page you land on when logging in.

### Step 2

Click the Ad Hoc Review Response activity.



### Step 3

Select the check box next to the ad hoc review request being addressed.

Ad Hoc Review Response

Ad Hoc Review Response

\*1.0 Select Ad Hoc Review:

ID	Type	Additional Info	Date Requested	Requested By
<input type="checkbox"/>	Other	Accuracy Review	2/6/2015 2:49:15 PM	Allie Gator

[\[BACK\]](#)

## Step 4

Select the Response Type.

\* 2.0 Response Type:

Transferred  
 Approved  
 Disapproved  
[Clear](#)

If you are not the appropriate person to respond, you may reassign this request by selecting the Transfer radio button and entering a new individual or unit.

3.0 If Transfer, select new Ad Hoc Reviewer:

[Select...](#)

OR

Review Organization:

[Select...](#)



**ALERT!**

It is highly encouraged to provide comments when disapproving or transferring the Ad Hoc Review.

## Step 5

Click the **OK** button to complete the activity.

The response to this activity will be logged in the **History** tab in the Proposal Workspace.

## UNIT (DEPARTMENT) APPROVERS

UFIRST allows each unit to flexibly designate how many levels of approvals are required. For some units (major centers such as Latin American Studies), only one approval may be required. For others, such as large departments broken down into divisions, there may be three or more levels of approvals. For each level of approval, only one approver is required to act.

### Step 1

Click the link provided in the email notification sent to each approver.



This is an automated notification email. Please do not reply to this email.

---

<b>From</b>	Allie Gator
<b>Link</b>	<a href="#">PRO00000029</a>
<b>Proposal Title</b>	The Effect of Facebook on Social Skills
<b>Principal Investigator</b>	Abram Lise
<b>Sponsor</b>	Psychology Beyond Borders

#### ACTION REQUIRED

The above proposal is ready for your review and approval. Click the link above to access the proposal workspace. Review the Proposal and Budget information. Complete your review by executing the Approve, Request Changes, or Disapprove activity.

Note: if there are multiple authorized approvers in your unit, only one approver is required to respond.

If you access UFIRST directly without clicking on the link, the proposal will be in **My Inbox**, the first page you land on when logging in.

### Step 2

Review the information displayed on the **Summary** tab.

## The Effect of Facebook on Social Skills

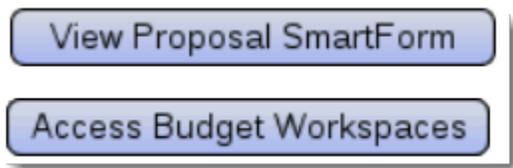
Proposal Workspace: PRO00000025

Department Review	<b>Summary</b>	Budget Summary	Cost Share Summary	Budget Workspaces	Approvals	Attachments	History	Related It
View Proposal SmartForm								
Access Budget Workspaces								
Create... New Agreement								
My Activities								
✓ Approve								
← Request Changes								
✘ Disapprove								
<b>Proposal Information</b> Principal Investigator: Lise Abrams Submitting Department: LS-PSYCHOLOGY-DC Sponsor: NATL INST OF HLTH Deadline: 1/30/2015 Opportunity Limited?:		<b>Budget Information</b> Project Period: 5/5/2015 - 5/4/2018 Number of Periods: 3 Total Direct: \$515,882 Total Indirect: \$134,129 Total: \$650,011		<b>Primary Unit Contact</b> Name: Email: Phone:				
<b>Additional Commitments</b> Space - Renovation, Alteration, or Additional: No		<b>Cost Sharing Information</b> Cost Sharing Direct: \$892,949 Cost Sharing Indirect: \$444,974 Cost Sharing Total: \$1,337,923 Cost Sharing Type: Vol. Man		<b>DSP Contact</b> Name: Email: Phone:				
				<b>Compliance Information</b> Human Subjects: Animal Subjects:				

In the Summary tab you are now provided with key elements about the proposal. Additional tabs provide budget details, attachments, and a history of other activities.

[\[BACK\]](#)

If you need to access details additional details not available in the Proposal Workspace, you will need to navigate using the [View Proposal SmartForm](#) or [Access Budget Workspaces](#) buttons. Click on the links provided to locate additional guidance on these sections.



### Step 3

Select **Approve**, **Disapprove** or **Request Changes** activity for the reviewed proposal.

**APPROVE**



Approving this proposal indicates that your unit accepts responsibility as outlined in the University of Florida Sponsored Programs Roles & Responsibilities at: <http://research.ufl.edu/sponsored-programs-roles-and-responsibilities.html>.

**Approve**

**Approve**

I certify that space and other resources (including cost sharing ) disclosed in this proposal, have been reviewed and are in accordance with applicable University, State, Sponsor and Federal policies and regulations. I understand my unit is responsible for the conduct of this proposal.

By clicking OK, this proposal will be submitted to the next level of review and approval.

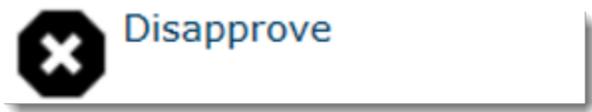
**Comments:**

**Attachments:**

Name
There are no items to display

The approver can add comments or attachments to be viewed by the Proposal Team and anyone who has access to the proposal.

**DISAPPROVE**



Disapproving a proposal will terminate the proposal. Details must be provided in the Comment section informing the Proposal Team about the disapproval.

A screenshot of a 'Disapprove' dialog box. The title bar says 'Disapprove'. Below the title bar, the text reads: 'Disapprove. By clicking OK, this proposal is not approved for submission to sponsor. The proposal will no longer be available for processing.' There is a section for '\* Comments:' with a large text area. Below that is an 'Attachments:' section with an 'Add' button and a table with a 'Name' header and the text 'There are no items to display'. At the bottom right are 'OK' and 'Cancel' buttons.

When a proposal is disapproved, it can no longer be resubmitted into the approval workflow. The disapproved proposal must be copied as a new proposal record using the **Copy Proposal** activity and then resubmitted into workflow.

**REQUEST CHANGES**



Approvers can use this activity to request changes be made to a proposal before approving or disapproving it. When requesting changes, you can select who in the Proposal Team receives the email notification regarding these changes.

[\[BACK\]](#)



**ALERT!**

A message explaining the nature of the changes must be included on the request.

**Request Changes**

**Request Changes**

**\* 1.0 Select Email Recipients:**

Principal Investigator: Abram Lise

Administrative Contact: Allie Gator

Submitting Dept Admins: LS-PSYCHOLOGY\_DC

**\* Comments:**

**Attachments:**

Name
There are no items to display

As each level of approval occurs, the next level will receive an email notifying them that it is their turn to review and approve. Once the final level of approval has approved, the proposal will be sent to the Division of Sponsored Programs. The proposal will disappear from the approver's **My Inbox** but be available for tracking in the [Proposal Worklists](#).

**SF 424 APPLICATION PACKAGE**

**OVERVIEW**

UFIRST provides the functionality of submitting Federal Grant Applications (hereinafter referred to as the SF424 Application Package) electronically to Grants.gov.

In order to create a UFIRST SF424 Application Package, you must first create a UFIRST proposal, selecting the appropriate Opportunity in section 1.1 of the Proposal SmartForm, Federal Program Information. Selection of the appropriate federal grants opportunity announcement (FOA) in the UFIRST Proposal SmartForm identifies the mandatory federal application forms for you and allows you to select optional forms to include. One of the benefits of creating the SF424 Application Package in UFIRST is that much of the information entered into the UFIRST proposal, such as budget information,

will be mapped into the SF424 Application Package. This reduces duplication of effort as you will not need to enter the same data both in the UFIRST proposal and then in the SF424 Application Package itself.

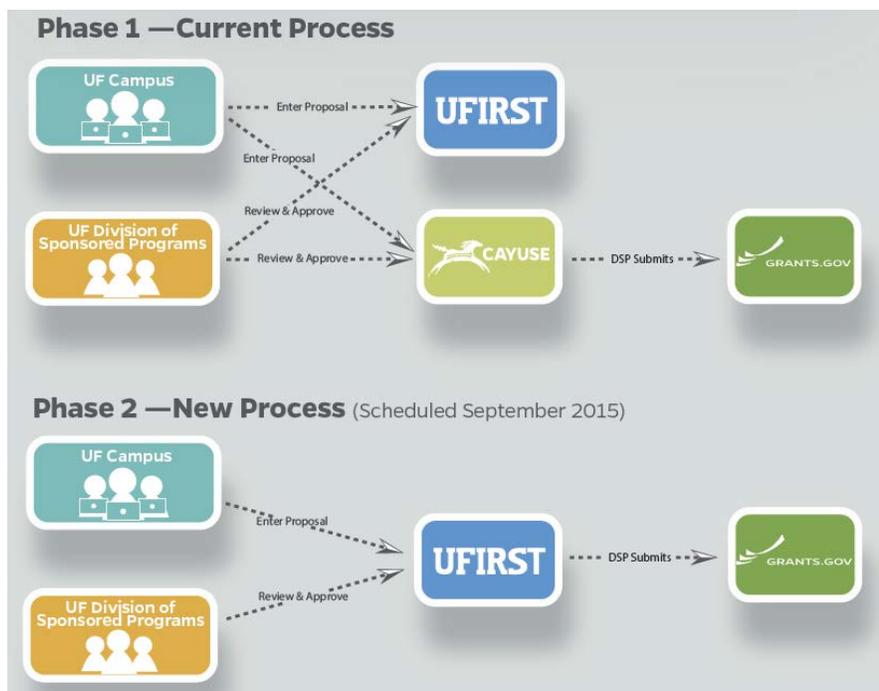
UFIRST also auto-populates the default institutional information into the SF424 Application Package, such as UF's DUNS, EIN, Authorized Official, etc.

In addition, UFIRST SF424 has many enhanced functionalities, such as running agency validations prior to submission of the SF424 Application Package to Grants.gov.

The department/Unit/PI specifies the appropriate Federal Grant Opportunity, completes the UFIRST proposal, submits for Department and College level approvals, creates and completes the SF424 Application Package, and then notifies DSP when the SF424 Application Package is ready for DSP final review and submission to Grants.gov by executing the "Ready for Submission to Sponsor" activity in UFIRST. It is all done in UFIRST, without the need for the department/Unit/PI to duplicate entry of information into both the UFIRST proposal for workflow approvals and the application package that is being submitted to Grants.gov.

DSP then reviews the SF424 Application Package and UFIRST proposal and submits the SF424 Application Package to Grants.gov via UFIRST.

Anyone with view access to the proposal can track the submission status of the SF424 Application Package on the SF424 Summary Tab on the Proposal Workspace.



### WHO CAN CREATE THE SF424 APPLICATION PACKAGE IN UFIRST?

If you have edit access to a proposal in UFIRST, you will be able to create an SF424 Application Package for that proposal. Once a proposal has been established in UFIRST all personnel who have default edit access to the proposal will have Create SF424, Update SF424, and edit access to the SF424 Application Package itself. This includes the PI, Primary Unit Administrator Contact, Grant Administrators for Submitting Department and their Parent Department/College Grant Administrators, as well as DSP staff.

Additional Edit access to the SF424 Application Package can be granted via the Manage Additional Access activity in the Proposal WorkSpace. See side-by-side graphic of Edit and View activities, below, prior to execution of Create SF424 activity.

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### **WHO CAN VIEW THE SF424 APPLICATION PACKAGE?**

In addition to those who can create the SF424 Application Package, personnel who have view access to the UFIRST proposal will have view access to the SF424 Application Package. These include UF Co-Investigators and their Grant Administrators as well as the submitting Department's Approvers and the Proposal Cost Share Approvers. Additional View access to the SF424 Application Package can be granted via the Manage Additional Access activity in the Proposal WorkSpace. See side-by-side graphic of Edit and View activities, below, prior to execution of Create SF424 activity.

Side-by-Side of Edit and View activities, prior to execution of Create SF424 activity.

The image displays two side-by-side panels comparing 'Edit Access' and 'View Access' permissions. Both panels feature a 'Draft' status bar at the top. The 'Edit Access' panel includes buttons for 'Edit Proposal SmartForm', 'Access Budget Workspaces', and 'Create... New Agreement'. Below these are 'My Activities' listed with icons: 'Submit For Review and Approval', 'Ready For Submission to Sponsor', 'Create SF424' (highlighted with a red box), 'Create Additional Budget', 'Send Email', 'Add Comment', 'Add Internal Documents', 'Request Ad Hoc Review', 'Request PI Certification', 'Manage Additional Access' (highlighted with a red box), 'Export Budget', 'Copy Proposal', and 'Terminate Proposal'. The 'View Access' panel includes buttons for 'View Proposal SmartForm', 'Access Budget Workspaces', and 'Create... New Agreement'. Its 'My Activities' list includes: 'Submit For Review and Approval', 'Ready For Submission to Sponsor', 'Create Additional Budget', 'Send Email', 'Add Comment', 'Add Internal Documents', 'Request Ad Hoc Review', 'Request PI Certification', 'Export Budget', 'Copy Proposal', and 'Terminate Proposal'.

### WHEN CAN THE SF424 APPLICATION PACKAGE BE CREATED?

The SF424 Application Package can be created when the proposal is in Draft, Cost Share Review, Department Review, all “Pending Proposal Team Response” and DSP Review states.

## THINGS TO KNOW ABOUT PROFILES BEFORE CREATING AN SF424 APPLICATION PACKAGE

The information in your UFIRST Profile populates on all SF424 application forms. Therefore it is important to ensure it is current and correct. Click on your name in the top right of the page, review the information in the bottom half of the page under “SF 424 Submission Information” and update it to show as desired in the SF424 Application Package.

To learn more about updating your Profile page in UFIRST, refer to the Profile section of this Manual.



### ALERT!

If you do not update your SF 424 Submission Information on your Profile, it will need to be manually entered in the Senior/Key Person form of the SF424 Application Package on every proposal and every time the SF424 forms are updated.

## HOW TO CREATE THE SF424 APPLICATION PACKAGE IN UFIRST

### Step 1

Begin the Proposal SmartForm and budget(s). For more detailed explanation, see the “Starting a New Proposal” section of this manual. The SF424 features of UFIRST are only available when UF’s direct sponsor is a Federal agency and:

(1) the “Grants.gov via UFIRST SF424” option is selected on the Proposal SmartForm question 7.0,

7.0

**\* Is this a Federal Grant?**

Yes  No [Clear](#)

**Indicate how the application will be submitted:**

Grants.gov via Cayuse

Grants.gov via UFIRST SF424

Other

[Clear](#)

and

(2) Proposal SmartForm page 1.1 Federal Program Information, has an opportunity with forms supported by UFIRST. UFIRST supports over 90% of all federal application announcements – 100% of NIH, NASA, NSF, and other common funders of UF research.

Note: In the rare event that you are responding to a solicitation that is NOT supported by UFIRST, you will receive the following error message. We strongly recommend contacting DSP at this point to discuss other submission alternatives.

Could not update the Funding Proposal due to one or more errors:  
Validation Failed: See below for more information.

- Selected opportunity(s) ED\_SF424\_Supplement\_1\_3 is unsupported and you have indicated Click SF424 on Question 9.0 on page 1.0

**1.1 Federal Program Information**

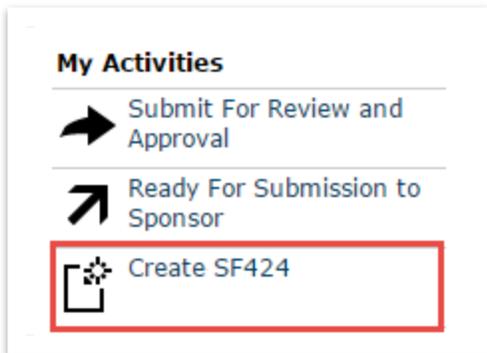
1.0

Enter Opportunity ID or CFDA number below, click Find, then select the opportunity.

* Opportunity ID (PA or RFA Number):	<input type="text" value="ED-GRANTS-04242015-001"/>	<input type="button" value="x"/>
CFDA Number:	<input type="text" value="84.372"/>	<input type="button" value="Find..."/>
CompetitionID:	<input type="text" value="84-372A2015-2"/>	

## Step 2

Once the Proposal SmartForm and Budget(s) have been saved, the SF424 Application Package can be created by simply executing the **“Create SF424” activity from the Proposal Workspace.**



**ALERT!**

SF424 Application Packages should only be created for those Federal Grant Applications that need to be submitted to the Federal agency via Grants.gov – check the Opportunity submission instructions.

## Step 3

A pop-up window will appear. This window is to advise the system what date/information are to be collected from the Proposal Smartforms, Budget Smartforms, and Budget Grids to be mapped across to forms in the SF424 Application Package – it is not selecting the forms to include in the SF424 Application Package. There are 3 sections to this window.

1. The top section is to indicate the type(s) of cost sharing, if any, that should be mapped from the proposal budget(s) to the SF424 Application Package budget. If you are submitting a budget to the Federal agency where the application instructions do not allow cost sharing but where the UFIRST proposal includes voluntary committed cost sharing that you do not want to document to the

sponsor, or where the UFIRST proposal does not contain any cost sharing, do not check any items in this section. However, if you are going to include cost sharing from the Proposal budget in the SF424 Application Package to the Federal sponsor, below is an explanation of the selections:

- a. **All mandatory cost sharing should be included.**
- b. If you are going to use unrecovered IDC costs to help meet mandatory cost share requirement, select the appropriate radio button to indicate if the FOA specifically allows for this. If the agency FOA does not specifically allow for unrecovered IDC to be used as part of mandatory cost share, but you select include these costs in your SF424 Application budget, the SF424 Application package will clearly segregate these costs to indicate to the Sponsor the intent to use unrecovered indirect costs to meet the mandatory requirement. Should the agency approve your budget, the University of Florida considers this approval by the agency to use unrecovered indirect costs to meet the mandatory cost share requirement.
- c. Voluntary Committed Cost sharing may be included if the agency allows. The University *strongly suggests* **NOT** including voluntary committed cost sharing in the application as you will be required to track and manage any cost sharing included as a result of checking the “Voluntary” box. UF also *strongly suggests* **NOT** including unrecovered indirect costs if only Voluntary Committed Cost sharing is checked.

**Create SF424**

If your proposal includes cost sharing, what amount do you want to show on the SF424 forms?

Mandatory

Voluntary

Unrecovered

Are unrecovered indirect costs explicitly allowable as cost sharing per the solicitation?

Yes  No [Clear](#)

2. Section 2 includes a list of optional forms that are available for inclusion in the SF424 Application Package. Each SF424 Application is different. Some will include a modular budget, some a detailed budget; some will include subawards; some will have human subjects. Use section 2 to indicate into which SF424 forms you want to map data from the UFIRST Proposal and budget into the SF424 Application Package. For advice as to which optional forms should be included in a specific FOA, refer to the specific instructions for your FOA and consider the proposal specific information in the UFIRST proposal, such as Scope of Work and budget.

Select the forms to map:

	Status
<input type="checkbox"/>	
<input type="checkbox"/>	<b>Optional Forms</b>
<input checked="" type="checkbox"/>	Research & Related Budget V1.3
<input checked="" type="checkbox"/>	Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.3
<input type="checkbox"/>	PHS 398 Modular Budget V1.2
<input type="checkbox"/>	PHS 398 Cumulative Inclusion Enrollment Report V1.0
<input type="checkbox"/>	Planned Enrollment Report V1.0

3. Section 3 includes a list of all mandatory forms that are required to be included in the SF424 Application Package to be eligible for submission. The Mandatory forms will be selected by default. During initial creation of the SF424, UF **STRONGLY** suggests that you leave these forms checked.

Required Forms
<input checked="" type="checkbox"/> Research & Related Senior/Key Person Profile (Expanded) V2.0
<input checked="" type="checkbox"/> Research & Related Project/Performance Site Location(s) V2.0
<input checked="" type="checkbox"/> Research & Related Other Project Information V1.3
<input checked="" type="checkbox"/> PHS398 Cover Page Supplement V2.0
<input checked="" type="checkbox"/> SF424 (R&R) V2.0
<input checked="" type="checkbox"/> PHS 398 Research Plan V2.0

**ALERT!**



Selection of forms on this page simply selects which forms in the SF424 Application Package will include data mapped from the Proposal SmartForm, Budget Smartform, and Budget Grids. For modular budgets, you can include both the detailed and modular budgets. The forms to be submitted will be selected later.

Once the type of cost share (if applicable) and the optional forms from which to map UFIRST Proposal data to the SF424 Application Package have been selected, select OK. The processing status of each form will be shown. Once the selected information has been copied from the UFIRST proposal into the SF424 Application Package, the window will close and you will land back in the Proposal Workspace.

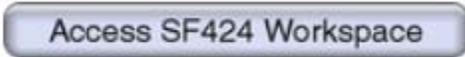
**ALERT!**



Wait for the Create SF424 pop-up window to close on its own volition. Closing the window manually or before all processing completes will result in errors on your SF424 forms.

## Step 4

From the Proposal Workspace, select the “Access SF424 Workspace” button:



Alternatively, from the Proposal Workspace, select the SF424 Summary tab.



This Workspace contains a link to the SF424 Application Package and the current State of the SF424 Application Package. Access the SF424 Workspace by clicking the SF424 link.

Summary	Budget Summary	Cost Share Summary
---------	----------------	--------------------

**SF424 INFORMATION**

<b>SF424 Link:</b>	SF-42400000108
<b>SF424 Tracking#:</b>	
<b>SF424 Received Date/Time:</b>	
<b>SF424 Status Updated:</b>	
<b>SF424 Current State:</b>	Pre-Submission
<b>PDF Version</b>	Not Available, Please execute Generate PDF Version activity

*Click the SF424 link to access the SF424 Workspace*



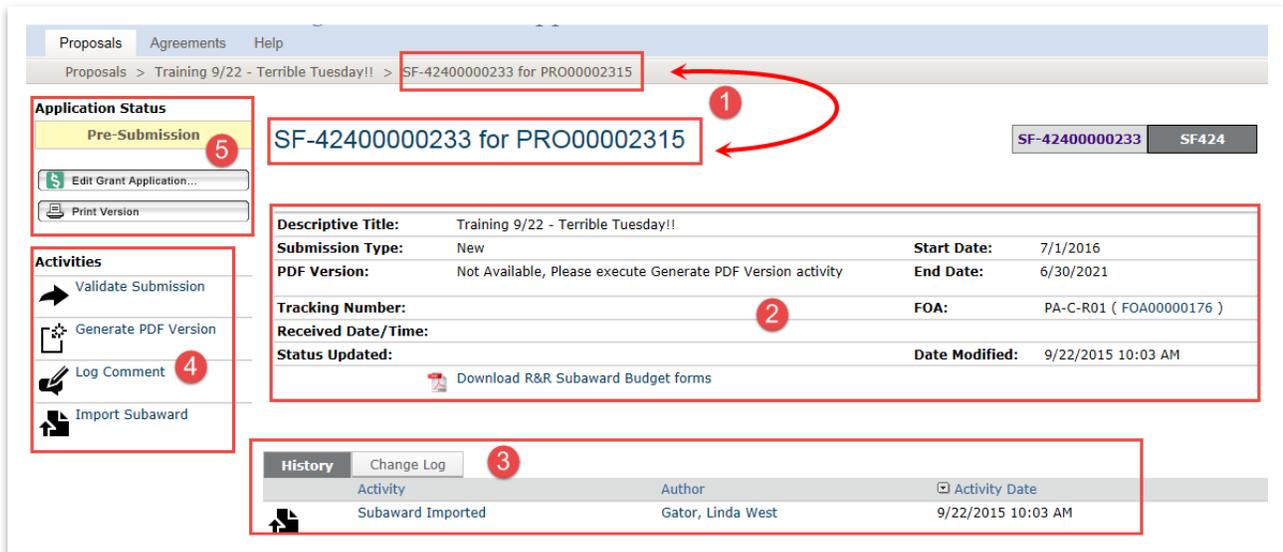
### BEST PRACTICE!

TIP: if you hold down the “Ctrl” button as you click the “Access SF424 Workspace” or the SF424 Link, it will open up in another browser tab so you can switch between the proposal and the SF424 Application Package to review items, such as budgets.

## Step 5

### SF424 WORKSPACE

The SF424 Workspace provides the status of submission and some basic demographic information, allows certain activities to be executed, and is your “launching” point for viewing or editing the SF424 Application Package.

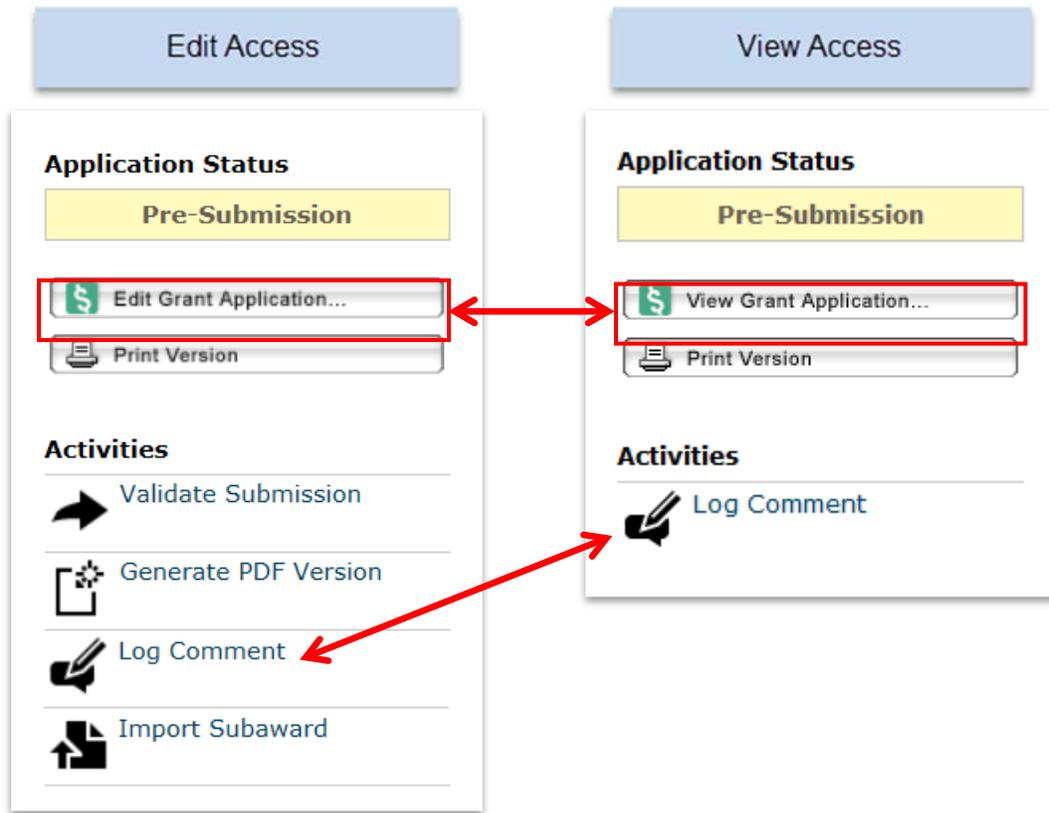


Areas 1, 2 and 3 provide demographic information and are visible to everyone who has either Edit or View security access to this SF424 Application Package. The Change log in section 3 provides details on every change made to the package since its creation.

Activities listed in area 4 are specific to your security access.

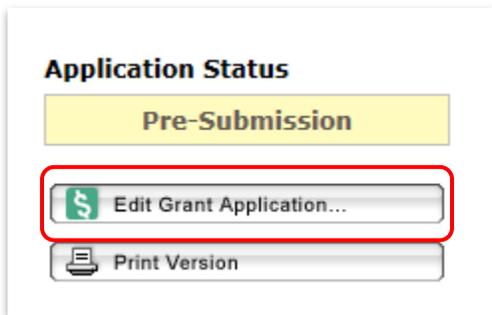
Area 5 is the gateway to accessing the SF424 Application Package. Buttons in this section will differ slightly depending on your security access to and the state of this SF424 Application Package. The "Application Status", "Print Version" and "View Differences" are visible and active for everyone with either Edit or View access to this SF424 Application Package. However, the "Edit Grant Application..." button is visible to those who have Edit access and the SF424 Package is in the Pre-Submission state. For those who have View access only or the SF424 Application Package is Valid for Submission or has been submitted, you will see the button "View Grant Application..."

Below is a side-by-side of areas 4 and 5 showing the differences between what you see depending on whether you have Edit or View access.



## Step 6

To access and complete the SF424 Application Package select the “Edit Grant Application...” button.



You will land on the SF424 SmartForm.

**UFIRST** | University of Florida  
Integrated Research Support Tool

Edit: SF-424 - SF-42400000108

<< Back    Save | Exit | Hide/Show Errors | Print... | Jump To: Select Optional Forms    Continue >>

**Application Filing Name:** 1  
If FOA gives no instructions for completing this field, enter an internal filing name of your choice

**Following forms are optional, Please select any that you wish to include in your application:** 2

Form Name	
Research & Related Budget V1.3	<input checked="" type="checkbox"/>
Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.3	<input checked="" type="checkbox"/>
PHS 398 Modular Budget V1.2	<input type="checkbox"/>
PHS 398 Cumulative Inclusion Enrollment Report V1.0	<input type="checkbox"/>
Planned Enrollment Report V1.0	<input type="checkbox"/>

**Following forms are required:**

Form Name
Research & Related Senior/Key Person Profile (Expanded) V2.0
Research & Related Project/Performance Site Location(s) V2.0
Research & Related Other Project Information V1.3
PHS398 Cover Page Supplement V2.0
SF424 (R&R) V2.0
PHS 398 Research Plan V2.0

<< Back    Save | Exit | Hide/Show Errors | Print... | Jump To: Select Optional Forms    3    Continue >>

1. Unless specific instructions are provided in the FOA regarding what is to be entered into the Application Filing Name field, enter any name to help you recognize this Application Package.
2. Select the Optional forms to be included in the SF424 Application Package itself. Make selections appropriate to your proposal submission by checking the box next to the specific optional forms that need to be submitted to the Federal agency. For example, you would NOT include the Research & Related Budget as well as the PHS 398 Modular Budget in a single submission going to NIH. However, if you have 1 or more subawards, you WOULD check the box to include the Research & Related Subaward Budget Attachment(s) Form.

You will NOT be able to edit selection of the mandatory forms as these forms are REQUIRED to be included in the SF424 Application package.

3. Click the Continue button to move to the next page of the SF424 SmartForm. The Continue button saves your work.

## Step 7

When you see the SF424 Application Package, you will note four sets of data already mapped into the SmartForms:

- Default institutional information –includes the official name of the University, DUNS, EIN and other Assurance numbers, institutional officers, addresses, and more
- Opportunity data from Grants.gov – includes the name of the opportunity, the sponsor, CFDA number and other elements available from the Sponsor
- Proposal SmartForm data - includes proposal title, key personnel, budget details, and responses to compliance questions
- Profile data – includes people’s name, title, address, eRA system user names, and contact information from their UFIRST profile

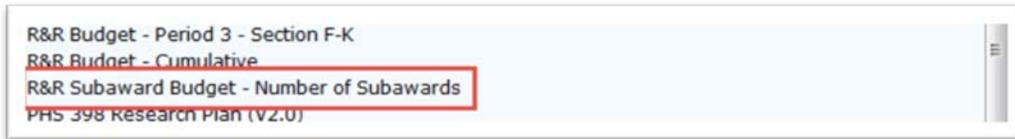
Complete all other fields and upload attachments on each page to complete the SF424 Application Package. Navigate to other pages of the SF424 Application like you would in the Proposal SmartForm, by either clicking “Continue” button at the top/bottom right of each page or by using the drop-down “Jump To” menu at the top to go to a specific form and page.



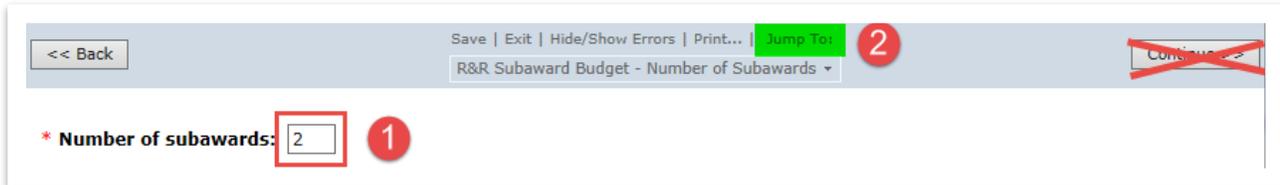
## Step 8 - Subawards

If you do not have subawards in your application, skip this step.

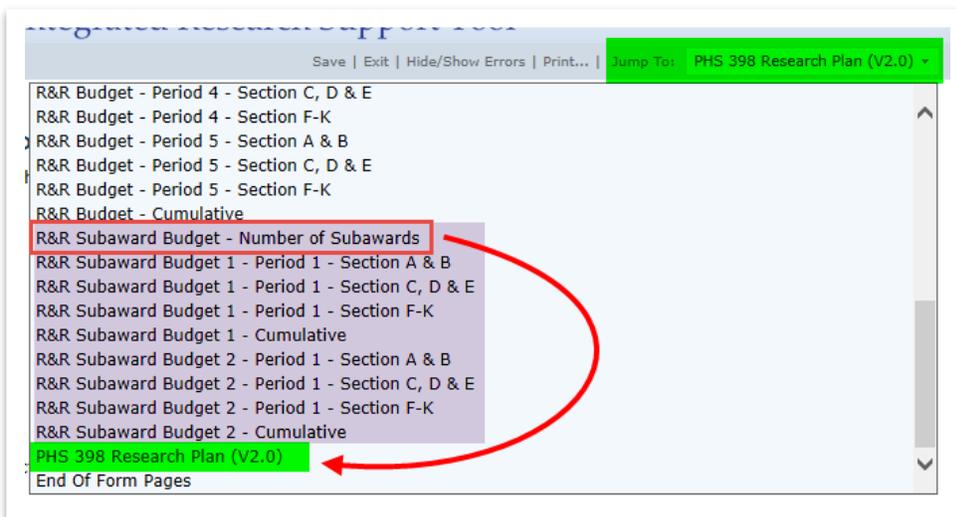
If your budget includes subawards, you should have selected to include the R&R Subaward Budget attachment as one of your Optional forms. If you have done so, one of the forms in your list will require you to indicate the Number of Subawards. If you did not include this but need to, Exit your application package, returning to the SF424 Workspace. Click on “Edit Grant Application....” and select the form at this time (see Step 6 for more information).



1. Enter the number of subawards to be included in the SF424 Application Package



2. Use the “JUMP TO” OPTION to go to the form immediately after the “...Number of Subawards” form and SKIP ALL SUBAWARD PAGES. UFIRST will open space for that number of subawards to be imported to the package or you have the option of manually entering all the subaward information into the SmartForms. As it is best to Import the extracted R&R Subaward budget files for each subaward rather than manually enter data into each field, it is best to use the “Jump To” option and **NOT THE CONTINUE BUTTON!**
3. Scroll past all subaward pages; and
4. Select the next form after the Subaward forms.



5. The “Import Subaward” activity is available from the SF424 Workspace.





**BEST PRACTICE!**

After entering the Number of Subawards and selecting Save, SKIP ALL SUBAWARD PAGES BY USING THE “JUMP TO” OPTION. It is best to Import the extracted R&R Subaward budget files provided by the subaward institutions rather than manually filling out each field on each page of each budget period for each Subaward on the budget forms in the SF424 Application Package.

**IMPORTING A SUBAWARD**

1. Make sure you have final version of all the Extracted R&R Subaward budget forms that you need to add to your SF424 Application Package. You should check that all data are correct and all required fields are completed in these forms before Importing into the SF424 Application Package. Subaward budget period start and ends dates must match the UF budget period start and end dates.



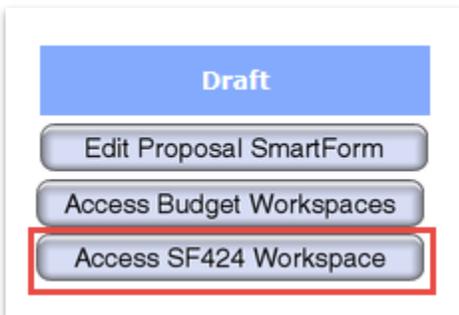
**BEST PRACTICE!**

Review all Subaward budgets for accuracy and completeness before executing the “Import Subaward” activity.

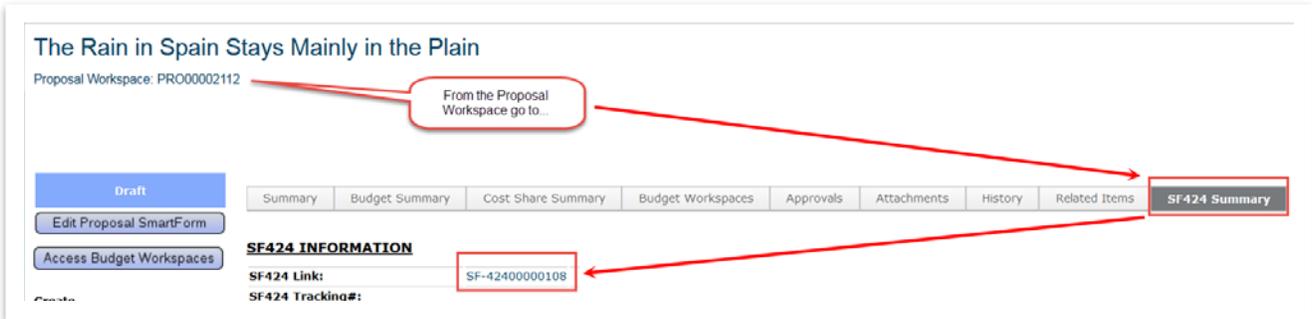
2. Navigate to the SF424 Workspace.
  - (a) From SF424 SmartForm select “Exit” and you will land back in the SF424 Workspace, or



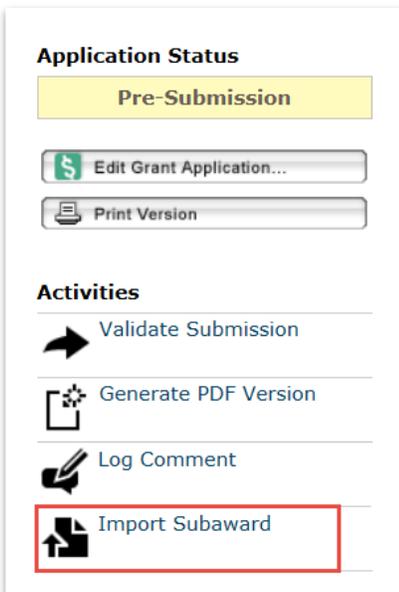
- (b) From Proposal Workspace with the “Access SF424 Workspace” button.



(c) Or by using SF424 Link under the SF424 Summary tab.



3. From the SF424 Workspace, execute the Import Subaward activity.



4. Select the destination for your subaward by checking the appropriate radio button. The number of radio buttons available will be equal to the number of subawards indicated on the form "R&R Subaward Budget – Number of Subawards".

5. Select the “Browse” button to go and search for the Subaward Budget file you want to import into that destination.

### Import Subaward

For opportunities that have subawards, you can choose to import subaward data using this Activity and a filled PDF. This is an alternative to filling out subaward information in the SmartForm directly, though after import, you may go back and make further changes in the SmartForm.

Subaward PDF templates are available for download on the SF-424 workspace. They can be provided to anyone to complete. Once complete, simply use this Activity to import the data.

1. Select a destination for the imported subaward. Choose one of the following radio buttons.

	Organization	DUNS	PD/PI	Import Date	Direct Costs	Indirect Costs
<input checked="" type="radio"/> 1.	Empty Subaward					
<input type="radio"/> 2.	Empty Subaward					

2. Please choose an **R&R Subaward Budget** PDF form to import.

No file selected.

Hit "Browse" button to search for the Subaward Budget file you want to import into this destination

6. Locate the Subaward Budget file you want to Import, select it and then select “Open”.
7. You will be taken back to the Import Subaward pop-up window.
8. Select “OK” to load the budget into the SF424 Application Package and return to the SF424 Workspace.
9. If you have more Subaward Budgets to import, execute the Import Subaward activity, select an “empty” destination and duplicate steps 4-8 above for each one.

**Import Subaward**

For opportunities that have subawards, you can choose to import subaward data using this Activity and a filled PDF. This is an alternative to filling out subaward information in the SmartForm directly, though after import, you may go back and make further changes in the SmartForm.

Subaward PDF templates are available for download on the SF-424 workspace. They can be provided to anyone to complete. Once complete, simply use this Activity to import the data.

1. Select a destination for the imported subaward. Choose one of the following radio buttons.

	Organization	DUNS	PD/PI	Import Date	Direct Costs	Indirect Costs
<input type="radio"/>	1. Arizona State University	3216549870000	Henry Higgins	7/24/2015 4:21 PM	\$300,000.00	\$150,000.00
<input type="radio"/>	2. Empty Subaward					

Subsequent subawards can be imported into "empty" destinations

2. Please choose an **R&R Subaward Budget** PDF form to import.

## Step 9

Continue completing the remaining fields and uploading required attachments until you reach the “End Of Form Pages” page.

## Step 10

UFIRST SF424 provides validations to ensure that the package is complete and that the data and forms generally comply with the Opportunity requirements.

### ALERT!



The validation function in UFIRST SF424, while useful, **SHOULD NOT** be used as a replacement for reading the Opportunity requirements to ensure that all forms, naming conventions, and data meet the Opportunity requirements.

To run the UFIRST SF424 validations, click on the Hide/Show Errors button available within the SF424 Application SmartForms. Correct any Errors in the SF424 SmartForms or attachments. Review all Warnings and correct any that are relevant to your submission. Once you have no Errors or Warnings (or you are satisfied that the Warnings will not prevent submission), either click “Finish” button on the

“End Of Form Pages” or click “Exit” and make sure you select “Exit and Save Changes”. You will be returned to the SF424 Workspace.

The screenshot displays the UFIRST Integrated Research Support Tool interface. At the top, the logo 'UFIRST University of Florida Integrated Research Support Tool' is visible, along with the text 'Edit: SF-424 - SF-4240000086'. Below the logo, there is a navigation bar with buttons for '<< Back', 'Save | Exit | Hide/Show Errors | Print...', and 'Jump To: End Of Form Pages'. A red box highlights the 'End Of Form Pages' dropdown menu. Below the navigation bar, a message reads: 'Congratulations! You have entered all required and selected optional forms. Please use project's workspace for further actions, processing and status of this project.' Below this message, there is another navigation bar with buttons for '<< Back', 'Save | Exit | Hide/Show Errors | Print...', and 'Jump To: End Of Form Pages'. A red box highlights the 'Hide/Show Errors' button. Below the navigation bar, there is a section titled 'Error/Warning Messages' with a 'Refresh' button. A red box highlights the 'Error/Warning Messages' section, which contains the text 'No errors or warnings found.'

### BEST PRACTICE!



Refresh the Hide/Show Errors the same way you refresh this list in the Proposal SmartForm – select the “Refresh” button in the Error/Warning Messages section of the window, press the “F5” button on your keyboard, or select “refresh” arrow for your specific internet browser.

## Step 11

You have completed the SF424 Application forms. In the SF424 Workspace, you can use the breadcrumbs to go back to the Proposal to either:

- a. execute the “Submit For Review and Approval” activity, if you have not already done so; or
- b. execute the “Ready For Submission to Sponsor” activity to let DSP know that both the UFIRST Proposal and the SF424 Application Package are final and ready for DSP’s final review and submission to Grants.gov.

### CHECKLIST FOR CREATING SF424 APPLICATION PACKAGE:

1. Complete Proposal SmartForm & budget(s).
2. Execute “Create SF424” activity.
3. Select any cost share types and optional forms for which the **proposal data** needs to be mapped into the SF424 Application Package.
4. Select the “Access SF424 Workspace” button.
5. Open the SF424 Application Package by clicking on “Edit Grant Application” button.

6. Select Optional forms that need to be **included in the SF424 Application Package**.
7. Click “Continue” button.
8. Complete all fields and attachments on each page of the SF424 Application Package as appropriate. If you have subawards, ensure that when you reach the “R&R Subaward Budget – Number of Subawards” form enter the number of subawards to be included in the SF424 Application Package. Now, unless you intend to enter the subaward budget information manually (NOT recommended), **SKIP ALL SUBAWARD PAGES BY USING THE “JUMP TO” OPTION ON THE DROP-DOWN MENU** and go to the next form after the “Number of Subawards” form and continue to complete all fields and attachments on each page. See the Importing Subawards Instructional Guide for further information.
9. Click “Hide/Show Errors”. Correct Errors in the SF424 SmartForm and attachments until there are no more Errors. “Exit and Save Changes” will take you back to the SF424 Workspace.
10. From the SF424 Workspace, use the breadcrumb trail to go back to Proposal and either “Submit For Review and Approval” or execute the “Ready For Submission to Sponsor” activity.

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### **CHECKLIST FOR IMPORTING SUBAWARD/S INTO SF424 APPLICATION PACKAGE:**

1. Ensure you have final versions of all Extracted R&R Subaward budget forms.
2. From the SF424 Workspace, execute “Import Subaward” activity.
3. Select the destination by checking the appropriate radio button. The number of radio buttons available will be equal to the number entered into the field on the form “R&R Subaward Budget – Number of Subawards”.
  - a. If you see a red warning message advising “There is already a subaward at the chosen destination. The existing subaward will be overwritten.” **IGNORE** this message if you have not manually entered any information, if you intend to overwrite any manually entered information, or if you want to completely replace the subaward currently at this destination with this import action.
4. Use the “Browse” button to find the Extracted R&R Subaward budget file that you want to import to this destination. Click “Open” to load the file. You are taken back to the Import Subaward pop-up window.
5. Select “OK” to load the budget into the SF424 Application Package and return to the SF424 Workspace.
6. If you have more Subaward Budgets to import, repeat steps 2 through 5 for each one.
7. If there are Errors on any of your subawards, you will need to correct them in the Extracted R&R Subaward Budget form and then re-execute the “Import Subaward” activity loading the corrected forms into the SF424 Application Package to the **SAME DESTINATION** as the original R&R Subaward Budget that needed correcting.

---

## RETURNING TO THE SF424 APPLICATION PACKAGE TO CONTINUE WORKING ON IT AT A LATER DATE

It is uncommon to complete the SF424 Application Package in a single sitting. You can return at any time to the unfinished SF424 Application Package by:

1. From the Proposal Workspace select the “Access SF424 Workspace, button or go the long way around by accessing the SF424 Summary tab and clicking on the SF424 Link to access the SF424 Workspace.
2. From the SF424 Workspace, execute the “Edit Grant Application” button. Unless you need to change which optional forms are to be included in the SF424 Application Package, **MAKE NO CHANGES TO THE SELECTION OF OPTIONAL FORMS**. Remember, the Optional forms you select on this page are to be included in the SF424 Application Package.
3. Use the “Jump To” menu to access specific forms or just select “Continue” to go through the forms page-by-page and complete adding information or attachments.

---

## HOW TO UPDATE THE SF424 APPLICATION PACKAGE IN UFIRST WITH UPDATED INFORMATION FROM THE PROPOSAL SMARTFORM

If changes are made to any information in the UFIRST Proposal SmartForms, Budget SmartForms, or Budget grids that need to be included in the SF424 Application Package, you will need to update the SF424 Application Package. Executing the “Update SF424” activity will map those changes over to the SF424 Application Package so the application that is submitted to the Federal agency contains the corrections.

**From the Proposal Workspace**, execute the “Update SF424” activity.



A pop-up window will appear. This window contains the same list of forms in the “Create SF424” but no forms (neither optional nor mandatory) are selected by default. You need to select **ONLY** the forms that are affected by the changes made to the Proposal/Budget Smartforms and Budget Grids. This information will be collected from the Proposal/Budget Grids and mapped over to the SF424 Application Package by overwriting the information that was mapped by the Create SF424 process or by any manual entry on the forms selected.

**NOTE:** The Update SF424 activity will clear any prior cost sharing indicators.

If changes were made to any portion of the budget (even if it was not to the cost sharing amounts) after the initial Create SF424 activity and you select to update any optional or mandatory budget forms, **you will need to re-select the appropriate type of cost sharing, if applicable**, for this information to be collected and included in the budget update process. If you do not select any cost sharing, the update process will remove the previously mapped cost share information.

Update SF424

WARNING: Selecting "OK" below will **override** any manual changes previously made directly in an already created SF424 form.

If your proposal includes cost sharing, what amount do you want to show on the SF424 forms?

Mandatory  
 Voluntary  
 Unrecovered

Are unrecovered indirect costs explicitly allowable as cost sharing per the solicitation?

Yes    No   [Clear](#)

If cost sharing is to be included in the budget, re-select the type of cost sharing here. If you want to remove cost sharing previously mapped, you can unselect and update. It will be removed from the SF24 Application

Check the boxes for any forms for which information has been changed in the UFIRST Proposal SmartForms, Budget SmartForms or Budget grids. You will need to select those forms in the application package you want to update. This allows you to limit the risk of overwriting any entry you have done in other SF424 Application forms.

NOTE: If changes were made to sections of the proposal that would map across to fields on any of the REQUIRED forms (including, but not limited to, items such as Key Personnel and Performance Sites), you must check these required forms so that the system knows to collect the changed information from the proposal to update the SF424 Application Package.

Select the forms to map:

	Status
<b>Optional Forms</b>	
<input checked="" type="checkbox"/> Research & Related Budget V1.3	
<input type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.3	
<input type="checkbox"/> PHS 398 Modular Budget V1.2	
<input type="checkbox"/> PHS 398 Cumulative Inclusion Enrollment Report V1.0	
<input type="checkbox"/> Planned Enrollment Report V1.0	
<b>Required Forms</b>	
<input checked="" type="checkbox"/> Research & Related Senior/Key Person Profile (Expanded) V2.0	
<input type="checkbox"/> Research & Related Project/Performance Site Location(s) V2.0	
<input type="checkbox"/> Research & Related Other Project Information V1.3	
<input type="checkbox"/> PHS398 Cover Page Supplement V2.0	
<input type="checkbox"/> SF424 (R&R) V2.0	
<input type="checkbox"/> PHS 398 Research Plan V2.0	

By clicking "OK", this activity will update the mapped data on your SF424 application.

Select ONLY those forms to be updated with the changes you made in the proposal.

Select ONLY those forms to be updated with the changes you made in the proposal.

Update SF424 activity:

By default, there are no forms selected in this pop-up window.

You must select the forms based on the changes made in the proposal.

UFIRST will only collect information from the proposal that will map over to the forms you select in this pop-up window.

**! ALERT!**

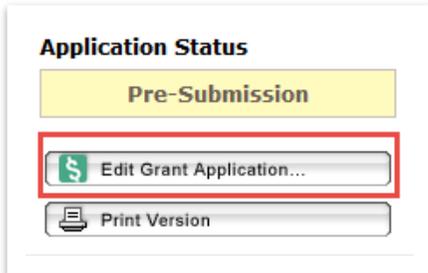
Remember, this pop-up page from the Proposal Workspace does not select the forms to be included in the SF424 Application Package, it is selecting the information from the proposal to map over to the SF424 Application Package. In this Update procedure, to reduce the risk of overwriting any manually entered information during the Update process, you want to limit the information collected to that which has been changed in the Proposal/Budget Smartforms and exclude those data for forms not affected by the changes in the Proposal/Budget Smartforms and Budget Grids.

After making your selections on the Update SF424 pop-up page and selecting “OK”, allow the UFIRST processing to run to completion. **DO NOT CLOSE THIS WINDOW.** Allow the window to close on its own volition and **land you back in the Proposal Workspace.** To access the updated SF424 Application Forms:

1. Click the “**Access SF424 Application**” button.



2. Open the SF424 Application Package by clicking on “Edit Grant Application” button.



3. Select the optional forms you want included in the SF424 Application Package. If this Update activity has no changes to the optional forms selected TO BE INCLUDED IN THE sf424 Application Package during the Create SF424 process, do not change the selection – all required forms will automatically be included in the SF424 Application Package. The data selected from the Proposal will map across to the form set selected from the Proposal Workspace.
4. Review the SF424 application forms to ensure that the data mapped over correctly and that none of the information previously entered in the SF424 Application was overwritten. For instance, if you had to manually enter the PI’s phone and email information onto the SF424 Application Package, this information will need to be entered again.

Please note, manual changes made to any of the data that has been mapped into the SF424 Application Package when it was created, WILL NOT map back into the proposal. The mapping is one-way: Proposal to SF424 Application Package.



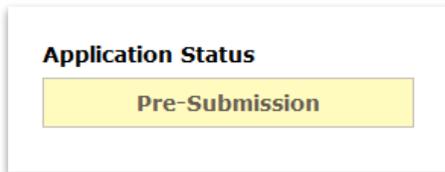
**ALERT!**

If you are executing the Update 424 activity, selecting “OK” will overwrite any manual changes made in the SF424 Application Package forms but will not update any attachments in the SF424 Application Package.

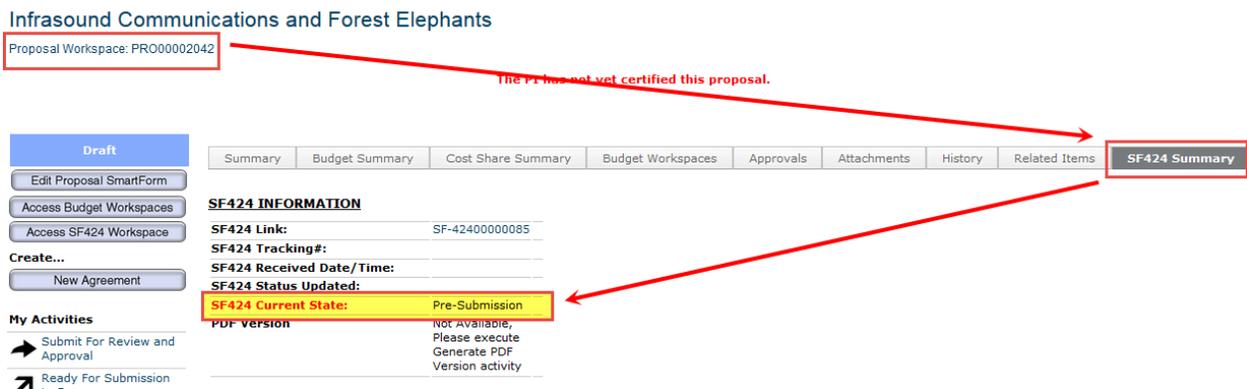
**UFIRST SF424 STATES**

The state of the SF424 Application Package is shown in (a) the Yellow box at the top of the SF424 Workspace and (b) the Proposal Workspace under the SF424 Summary Tab.

(a)



(b)



**STATES OF THE SF424 APPLICATION PACKAGE**

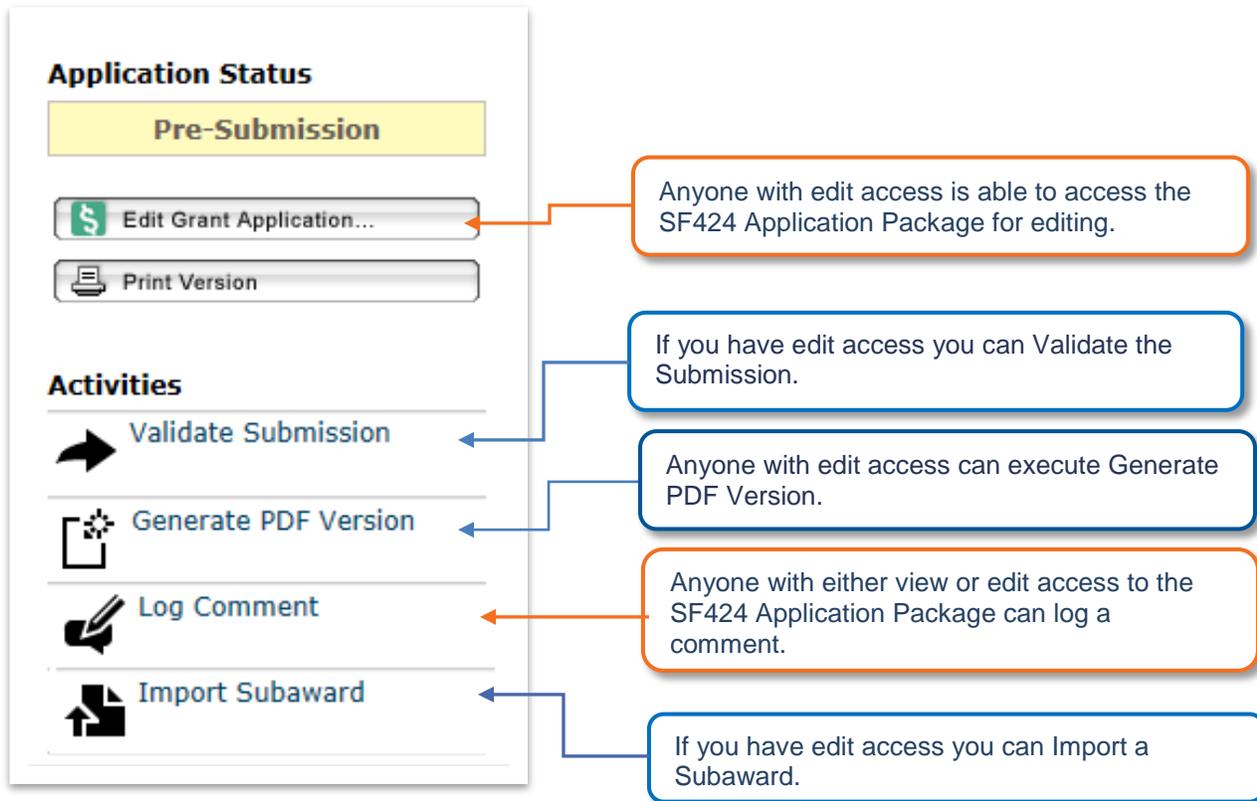
There are a number of states of the SF424 Application Package that can help to quickly identify whether the application has been submitted and if that submission is successful. Those states are:

- Pre-Submission – the Application has been created but has not been completed
- Valid for Submission – the Application is believed to be completed and validated for compliance with Grants.gov business rules

After DSP submits the SF424 Application Package to Grants.gov, there are additional states fed back to UFIRST from Grants.gov or the sponsoring agency. These are:

- Submitted Awaiting Response from Grants.gov
- Submitted to Grants.gov
- Received by Grants.gov
- Validated by Grants.gov
- Submission Failed
- Rejected with Errors
- Received by Federal Funding Agency
- Federal Funding Agency Tracking Number Assigned.

PRE-SUBMISSION



Anyone with edit access to the SF424 Application Package can execute the Validate Submission activity. **Once validated and free of errors, the status will change to “Valid for Submission” and is no longer open for editing.**

VALID FOR SUBMISSION

When the SF424 Application Package is in the “Valid For Submission” status, it is no longer able to be edited and the accessibility changes to “View Grant Application...”

The screenshot shows the 'Application Status' section with a yellow 'Valid for Submission' banner. Below it are buttons for 'View Grant Application...' and 'Print Version'. The 'Activities' section lists four actions: 'Submission Pre-Check', 'Generate PDF Version', 'Log Comment', and 'Reopen for Edit'. Callout boxes on the right provide the following details:

- View Grant Application...:** In this State, the SF424 Application package is no longer able to be edited. Accessibility is now "View Grant Application..."
- Submission Pre-Check:** Anyone with edit access can execute Submission Pre-Check.
- Generate PDF Version:** Anyone with edit access can execute Generate PDF Version.
- Log Comment:** Anyone with view and edit access can execute the Log Comment activity.
- Reopen for Edit:** Anyone with edit access can execute the Reopen for Edit activity.

If you have edit access to the SF424, you will be able to execute the activities listed above. These activities are explained below.

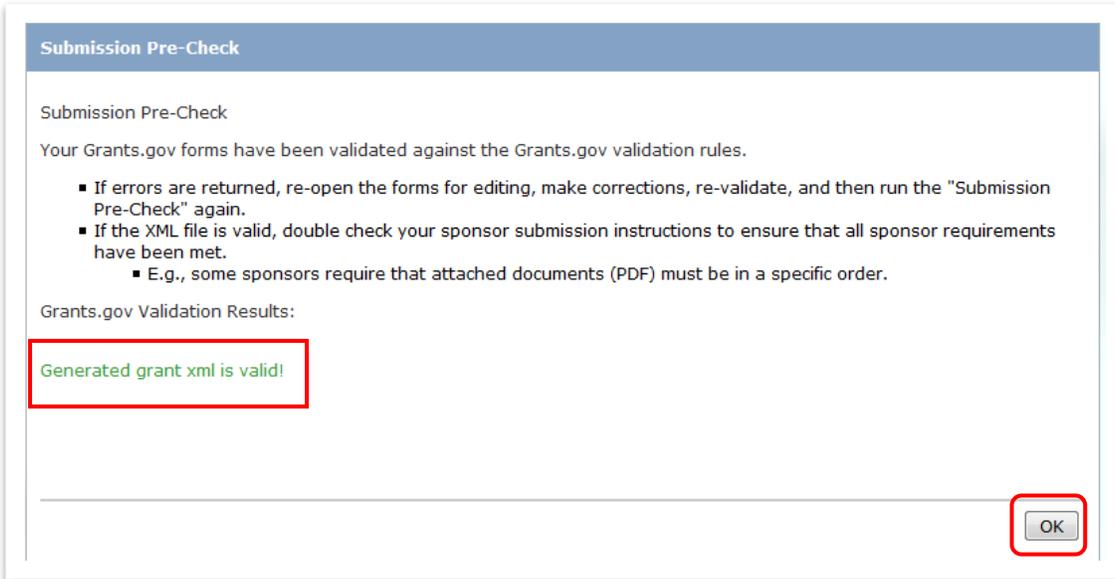
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ACTIVITIES AVAILABLE IN STATE "VALID FOR SUBMISSION"

**Submission Pre-Check**

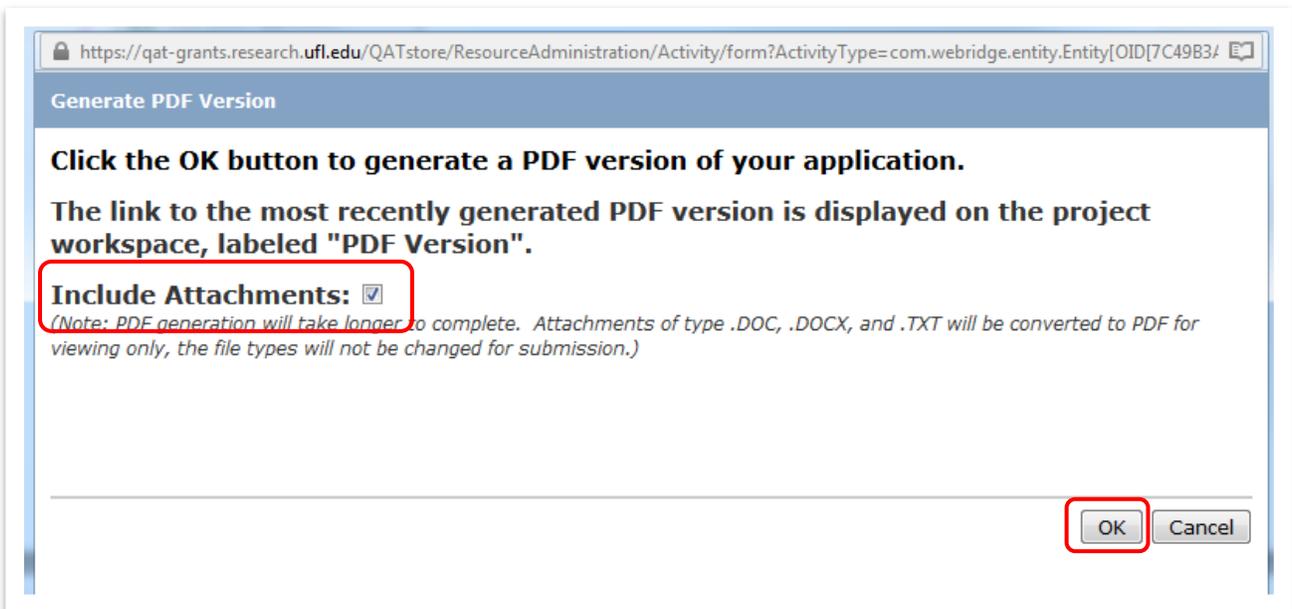
Anyone with Edit access to the SF424 Application Package can execute the "Submission Pre-Check" activity. This activity not only validates the content of the application, but the generation of the application in a format readable by Grants.gov. When you execute this activity, a pop-up window will advise you whether or not the "Generated grant xml is valid." If it is NOT valid, follow the instructions in the pop-up window to make the corrections before re-validating and running the "Submission Pre-Check" activity again.

If the pop-up window indicates that the "Generated grant xml is valid!" select "OK" to return to the SF424 Workspace.



### Generate PDF Version

Execute this activity to generate a PDF of the application as it will appear to reviewers. If you want the Attachments to be included in the PDF, make sure the box is checked, then select "OK". This activity is only available to those with edit access in all states, including Pre-Submission.



https://qat-grants.research.ufl.edu/QATstore/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity[OID7C49B3/

**Generate PDF Version**

**Click the OK button to generate a PDF version of your application.**

**The link to the most recently generated PDF version is displayed on the project workspace, labeled "PDF Version".**

**Include Attachments**

*(Note: PDF generation will take longer to complete. Attachments of type .DOC, .DOCX, and .TXT will be converted to PDF for viewing only, the file types will not be changed for submission.)*

Progress message...  
25% applying auto settings to attributes

Once the PDF has been generated it can be accessed from (a) the Proposal Workspace under SF424 Summary tab or (b) the SF424 Workspace or (c) under the History tab on the SF424 Workspace.

(a)

The Rain in Spain Stays Mainly in the Plain

Proposal Workspace: PRO00002112

The PI has not yet certified this proposal.

Draft | Summary | Budget Summary | Cost Share Summary | Budget Workspaces | Approvals | Attachments | History | Related Items | **SF424 Summary**

[Edit Proposal SmartForm](#)  
[Access Budget Workspaces](#)  
[Access SF424 Workspace](#)  
[Create... New Agreement](#)

**SF424 INFORMATION**

SF424 Link: SF-42400000108

SF424 Tracking#:

SF424 Received Date/Time:

SF424 Status Updated:

SF424 Current State: Valid for Submission

PDF Version: [View](#)

My Activities  
Submit For Review and Approval

(b)

**Application Status**

Valid for Submission

SF-42400000108 for PRO00002112

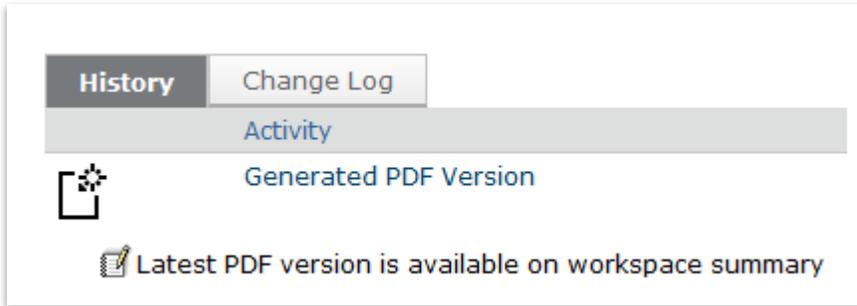
[View Grant Application...](#)

[Print Version](#)

**Activities**

[Log Comment](#)

**Descriptive Title:** The Rain in Spain Stays Mainly in t  
**Submission Type:** New **Start Date:**  
**PDF Version:** [\[View\]](#) **End Date:**  
**Tracking Number:** **FOA:**  
**Received Date/Time:**  
**Status Updated:** **Date Modified:**



The “Reopen for Edit” activity will send the SF424 Application back to the Pre-Submission status where changes can be made. After the “reopen for Edit” activity is executed the SF424 Application Package will need to successfully go through the “Validate Submission” and then “Submission Pre-Check” activities before it can be submitted to Grants.gov.

---

**STATES THAT AUTO-UPDATE ONCE “SUBMIT TO GRANTS.GOV” ACTIVITY HAS BEEN EXECUTED**

There are some states that are fed back to UFIRST from Grants.gov. These states are visible to anyone who has view or edit access to the SF424 Application Package.

These states are:

Submitted Awaiting Response; Submitted to Grant.gov; Submission Failed; Rejected with Errors; Validated by Grants.gov; Received by Federal Funding Agency; and Federal Funding Agency Tracking Number Assigned.

---

**LIST OF SF424 STATES WITH ACTIVITIES ASSOCIATED WITH 424 EDIT AND 424 VIEW ROLES**

SF424 State: Pre-Submission		
Activity	SF424 Edit Access	SF424 View Access
Validate Submission	Yes	No
Log Comment	Yes	Yes
Import Subaward	Yes	No

**SF424 State: Valid for Submission**

Activity	SF424 Edit Access	SF424 View Access
Submission Pre-check	Yes	No
Generate PDF Version	Yes	No
Log Comment	Yes	Yes
Reopen for Edit <i>(Reverts to Pre-Submission State)</i>	Yes	No

**SF424 State: Submitted Awaiting Response**

Activity	SF424 Edit Access	SF424 View Access
Generate PDF Version	Yes	No
Log Comment	Yes	Yes
Reopen for Edit <i>(Reverts to Pre-Submission State)</i>	Yes	No

**SF424 State: Rejected with Errors**

Activity	SF424 Edit Access	SF424 View Access
Generate PDF Version	Yes	No
Log Comment	Yes	Yes
Reopen for Edit <i>(Reverts to Pre-Submission State)</i>	Yes	No

**SF424 State: Validated by Grants.gov**

Activity	SF424 Edit Access	SF424 View Access
Get Status Detail	Yes	No
Generate PDF Version	Yes	No
Log Comment	Yes	Yes
Reopen for Edit <i>(Reverts to Pre-Submission State)</i>	Yes	No

**SF424 State: Received by Federal Funding Agency:  
Agency Tracking Number Assigned**

Activity	SF424 Edit Access	SF424 View Access
Get Status Detail	Yes	No
Generate PDF Version	Yes	No
Log Comment	Yes	Yes
Reopen for Edit (Reverts to Pre-Submission State)	Yes	No

**AGREEMENT REVIEW**

The Agreement Review module is separate from the Proposals module and it is used to route agreements to the Division of Sponsored Programs for review, negotiation and execution.

**IMPORTANT INFORMATION TO KNOW**

Agreement Review should be used when the PI or Unit is in receipt of an agreement. Agreements can be financial (i.e. research agreement, contract) or non-financial (i.e. confidentiality agreement, data use agreement). As a rule of thumb if it is related to a sponsored program and requires a signature, DSP needs to review it. Agreement Review is the designated module to route these items.

If the agreement for routing is the result of a previously submitted proposal, these two items can be linked in the system and become “Related Items.”

[\[BACK\]](#)



**ALERT!**

If a financial agreement submitted for review does not have a previously submitted proposal, the proposal module should be used, not Agreement Review.

**AGREEMENT STATES**

State	Who Can Edit the Record?	Actions/Activities
<b>Draft</b>	Agreement Team: PI, Study Staff, Grant Administrator	Agreement review has been initiated by a campus user but not submitted to DSP for negotiation. In this state, the agreement can be edited by the Agreement Team.  Once the agreement is ready for review, the Agreement Team can Submit for Review.

<b>Triage</b>	DSP Staff	Agreement has been submitted for review but no UF negotiator has been assigned. Once a Document Negotiator has been assigned, the agreement will transition to Under Review.
<b>Under Review</b>	Document Negotiator	The agreement is currently in negotiation between UF and the Sponsor. Once the Document Negotiator has indicated that UF and the Sponsor agree on the terms and signed off on the agreement, the record will transition to Fully Executed.
<b>Fully Executed</b>	DSP Manager	UF and the Sponsor have agreed upon the terms and conditions of the agreement and both parties have signed off. Only a DSP Manager can return the agreement to the Under Review state if required by UF and the Sponsor.

**ADDITIONAL STATES**

State	Who Can Edit the Record?	Actions/Activities
<b>Terminated</b>	N/A	Document Negotiator has determined that the agreement was a duplicate or created in error.
<b>Terms Not Reached</b>	N/A	UF and the Sponsor are not able to come to terms and have permanently terminated negotiations. Only the Document Negotiator can put an agreement in this state.

**STEP-BY-STEP PROCESS TO CREATING AN AGREEMENT REVIEW**

**Step 1**

Log in to UFIRST at [grants.research.ufl.edu](https://grants.research.ufl.edu). Use your Gatorlink credentials to complete this step.

**Step 2**

Click the **New Agreement** button located on the left side of the My Inbox section of UFIRST.

### Step 3

Answer the questions marked with a red asterisk in the Agreement SmartForm to create a record.

- Document (Question 1.0)
- Category (Question 3.0)
- Sponsor/Outside Organizations (Question 5.0)
- Principal Investigator (Question 8.0)
- Submitting Department (Question 9.0)
- Dollars Associated with Agreement (Question 11.0)
- Clinical Services (Question 12.0)
- Gainesville UF Health Science Center College (Question 13.0)

#### AGREEMENT SMARTFORM

##### DOCUMENT (QUESTION 1.0)

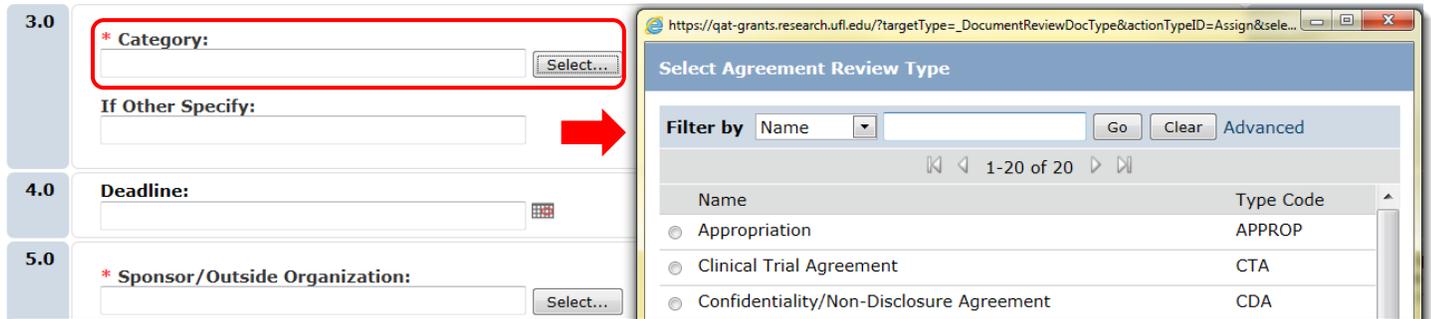
Upload the agreement for review by selecting the **Add** button.

You will be prompted to provide a title for your agreement and to browse your files for the item. Note: if a title is not provided the name of the file being uploaded will be used for the title.

[\[BACK\]](#)

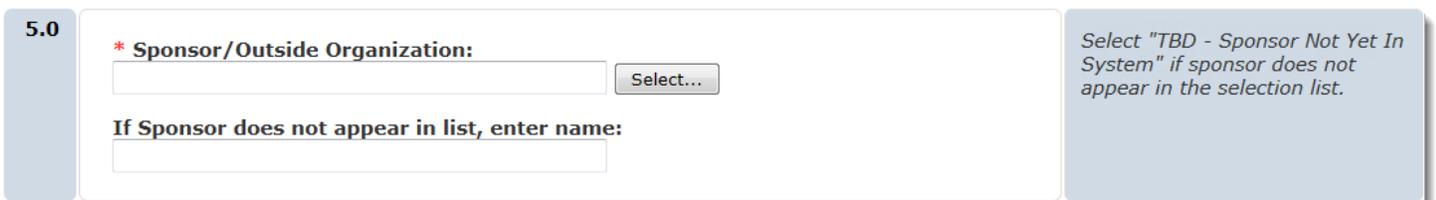
### CATEGORY (QUESTION 3.0)

Select a **Category** that best identifies your agreement. A list of definitions can be found via the link in the help text on the right panel. You can also view the list of categories by clicking the **Select** button.



### SPONSOR/OUTSIDE ORGANIZATION (QUESTION 5.0)

Identify a **Sponsor/Outside Organization** by utilizing the type-ahead search function or click the **Select** button to access the filterable search option.



### SPONSOR/OUTSIDE ORGANIZATION CONTACT (QUESTION 6.0)

Provide contact information for the individual at the Sponsor/Outside Organization that is responsible for this agreement. This information should include the contact's name, email address, physical address (if available), and phone number.

### PRINCIPAL INVESTIGATOR (QUESTION 8.0)

Identify the PI for whom this agreement is being routed and reviewed. If this is a Master Agreement there is an option to enter in "Master Agreement" as the Principal Investigator.

[\[BACK\]](#)

### SUBMITTING DEPARTMENT (QUESTION 9.0)

This defaults to the department of the agreement creator's primary job record. Update this field if the PI is submitting the agreement through any other department.

### PRIMARY UNIT ADMINISTRATIVE CONTACT (QUESTION 10.0)

Identify the person that should be contacted with questions related to this agreement. This will typically be a grants specialist or the equivalent for that unit. If the PI does not have grants support in their unit or prefers to be contacted with all questions directly, select the PI.

## RELATED PROPOSALS/AGREEMENTS (QUESTION 14.0)

This section allows you to identify proposals or other agreements that may be related to the new agreement. Examples of how this function can be used are linking a modification to the original item or to link an agreement to the proposal that was routed previously. Utilizing this section can be especially powerful if any of the related items included extensive negotiations.

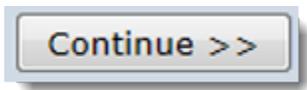
Financial agreements without a related proposal should be routed through UFIRST Proposal rather than Agreement Review. Agreement Review does not capture budgets or approvals from the submitting unit chairs or deans.

## SUPPORTING DOCUMENTS (QUESTION 16.0)

Upload supporting documentation for this agreement. This could include e-mails from the Sponsor/Outside organization or previous versions of the agreement that existed prior to UFIRST.

### Step 4

Click the **Continue** button to save and create an Agreement record.



### Step 5

Click the **Finish** button to return to the Agreement Workspace.

[\[BACK\]](#)

A screenshot of the UFIRST web application interface. At the top left is the UFIRST logo and the text "University of Florida Integrated Research Support Tool". At the top right, it says "Edit: Agreement - AGR00000021". Below the header is a navigation bar with buttons for "&lt;&lt; Back", "Save | Exit | Hide/Show Errors | Print... | Jump To:", a dropdown menu for "2.0 Completion Instructions", and a "Finish" button which is highlighted with a red box. The main content area is titled "2.0 Completion Instructions" and contains a box with the heading "Completion Instructions:" followed by a numbered list: "1. Select 'Finish' to access the workspace." and "2. Execute the 'Submit for Review' activity to initiate the approval process." At the bottom of the page is another navigation bar identical to the one above, with the "Finish" button also highlighted with a red box.

## Step 6

Click the **Submit for Review** activity button to send to DSP for approval.

The screenshot shows the UFIRST interface for the 'Avery Foundation' agreement workspace (AGR00000017). The 'My Activities' sidebar on the left contains three items: 'Submit For Review' (highlighted with a red box and an arrow), 'Send Email', and 'Manage Additional Access'. The main content area shows a table with agreement details:

Agreement Information:		Primary Unit Contact:	
Principal Investigator:	Ivelisse Vincek	Email:	
Submitting Department:	HARN MUSEUM	Phone:	
Sponsor/Outside Organization:	A.C.N.M. FOUNDATION		
Deadline:		Document Negotiator:	
Document Type:	Confidentiality/Non-Disclosure Agreement	Email:	
Sponsor/Outside Organization Reference #:		Phone:	

A pop-up window will display to confirm you are ready to confirm the agreement is ready for review.

The pop-up window titled 'Submit For Review' contains the following text:

**Submit for Review**

By clicking OK, this document will be routed for review and negotiation.

You will no longer have access to edit the SmartForm or attached documents. To contact the document negotiator, use the Send Email activity.

Buttons: OK, Cancel

[\[BACK\]](#)

### AGREEMENT ACTIVITIES

The following activities are available in the Draft state.

#### SUBMIT FOR REVIEW



Selecting this activity allows you to submit the agreement to the Division of Sponsored Programs (DSP). After executing this activity, the information on this page becomes uneditable to the PI, whomever creates the record, the listed contact and the Grants Administrators. You may send additional information and documentation via the Send Email activity.

---

### SEND EMAIL



Send Email

You may send additional information and documentation via the Send Email activity.

---

### MANAGE ADDITIONAL ACCESS



Manage Additional Access



#### BEST PRACTICE!

To protect scientific information contained within the agreement, access should be limited only to the individuals who are required to develop and route the agreement.

This activity allows you to manage both edit and view access. People who are listed as Grants Administrators to the PI or the submitting department will have default access. However, if an investigator listed on the proposal has a split appointment, additional access can be granted to the investigator's non-primary department administrators. In addition, if a lab manager or post-doc will be loading documents or tracking the status of this agreement, they should be provided access.

[\[BACK\]](#)

## GLOSSARY

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### RESEARCH PROGRAMS GLOSSARY

**Cost Share:** Cost share is any expense that is required to complete the project for which the sponsor is not paying. Cost share includes effort committed to, but not paid for by, the project, any item listed in the budget justification that is not included in the budget **request**, and any difference between the University's Federally negotiated indirect cost rate and what we are recovering from the sponsor in indirect costs.

**DSP:** Division of Sponsored Programs

**Effort Months:** The months **needed to complete the scope of** work on the project.

**Indirect Cost Base:** Should be Modified Total Direct Cost (MTDC) unless the proposal meets one of the University's predefined exceptions (see: <http://research.ufl.edu/faculty-and-staff/proposal-development-submission/budgeting-information/fa-rates-idc.html>) or the Sponsor has a published policy mandating a different base and rate.

**Indirect Cost Rate:** *The rate charged on sponsored projects in order to meet the facilities and administrative needs of the research being funded.* The federally negotiated rate at the University of Florida is 50% for on-campus research.

**Institutional Training Grant:** A very specific type of proposal that will be clearly identified as an institutional training program in the funding opportunity announcement (FOA).

**Mandatory Cost Share:** Cost share is "mandatory" when a requirement for cost sharing is described in the Funding Opportunity Announcement. The sponsor may require the University match a certain percentage of the funds requested or may indicate a dollar amount that must be met.

**Modular Budget:** Modular budgets are a budget option for NIH applications requested less than \$250,000 in direct costs **in a given budget period.**

**Over the Cap Cost Share:** Cost share is "over the cap" when an individual's base salary is more than the allowed salary amount stipulated by a Sponsor. For example, NIH has a salary cap of \$183,000 for 12 months of effort.

**PI:** Principal Investigator

**Prime Sponsor:** Also known as a flow through sponsor. The agency from where the money issued to UF originates.

**Salary Cap Escalation Rate:** Anticipated increases to a sponsor's salary cap. If not budgeted, sponsor will not increase salary budgets awarded in subsequent years of a multi-year project.

**Salary Cap:** The maximum amount of money a sponsor will pay for 100% of an individual's time.

**Salary Inflation Rate:** Defaults to the institutionally advised rate of 3% per year.

**Salary Req Months:** Salary Requested Months asked for the proposal to fund.

[\[BACK\]](#)

**Solicitation #:** The equivalent to Opportunity ID when applying for funding opportunities from non-federal sponsors.

**Sponsor:** the organization whom is issuing the University of Florida funds.

**Third Party Organization:** A third party is any organization outside of UF providing support, or other resources, such as information, data, or equipment for the project, or are collaborating without receiving a subaward or a contract.

**Voluntary Cost Share:** Cost share is “voluntary” when a quantifiable amount of resources is outlined in the budget or justification even though the sponsor does not explicitly state in the Funding Opportunity Announcement that cost sharing is required.

**Unrecovered Indirect Costs:** The result of a Sponsor not providing reimbursement of indirect costs at UF’s federally negotiated rate.

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### UFIRST SYSTEM GLOSSARY

**Activities:** The Actions/Activities buttons are the triggers that allow the PI, Contacts, Grant Administrators, Chairs, Deans & DSP to work inside UFIRST to gather the proposal’s materials and information, to move the proposal through approvals, to submit the proposal to the sponsor, and even to track activities up through the time of award.

**Annualized Salary:** The monthly salary rate of an employee multiplied by 12.

**Apply Escalation (Esc) Period 1:** Indicates the Salary Cap Escalation Rate should be applied to Period 1. This option can be exercised if the first period of the budget will occur after the next anticipated salary cap increase.

**Apply Inflation (Inf) Period 1:** Indicates that Inflation Rate should be applied to Period 1 of the budget. This option can be exercised if the first period of the budget will occur after the next anticipated cost of living increase.

**Apply Salary Cap Escalation Rate:** Indicates that the Salary Cap Escalation rate is applied and requested salaries will increase up to this escalated amount each year. This is encouraged.

**Cost Share Budget:** System-generated budget that will appear once cost share is identified in the proposal.

**Grant Workflow Administrator (GWA):** This role will link Grant Administrators and Grant Approvers to their appropriate division, department, college or center/institute in UFIRST. GWAs are determined by DSP in conjunction with the leadership of each college.

**Grants Administrator:** This role will grant access to view and edit records in UFIRST that include personnel in the units with which they are affiliated. This role is typically granted for department or college grant specialists, fiscal specialists or their equivalent.

**Grants Approver:** This role will grant access to workflow approval functions in UFIRST. All division, department, college, and UF centers/institutes will need someone designated in this role. The Grants Approver can also be designated as unit’s cost share approver.

**Grids:** Pages that facilitate entry of budget details and perform calculations much like you experience in Excel.

**My Inbox:** The landing page when you log in to UFIRST. You can locate proposals by ID, Name of the proposal, First and Last Name of the owner of the proposal, and State (draft, departmental review).

**Non-UF Key Personnel:** Any individual who are considered essential for the proposed research but are not employed by the University of Florida.

**Profile Delegate:** Designated individuals who can access, update and maintain SF424 Submission Information for other individuals in UFIRST.

**Profile:** Pre-populated information imported from myUFL that provides context for the system on what actions each user can take.

**Proposal SmartForm:** First step to completing a proposal in the UFIRST system. A responsive form that changes depending on the answers to its initial first page questions.

**Proposal Workspace:** The command center that provides an at-a-glance summary of the proposal, access to the budget, and links to all activities you will need to perform.

**Record:** A generalized term for Proposal or Agreement in the UFIRST system.

**Requested Budget:** Primary budget that is being asked from the sponsor.

**Responsible Unit/Department:** The unit or department who is responsible for commitments established in the proposal.

**SmartForm:** Contains the demographic information about your record.

**Study Staff (Employee):** This role is automatically assigned to all UF Employees based on affiliation in the UF Directory. This will allow base level access into UFIRST to create, view and edit UFIRST records. Anyone with this role can also be designated as an ad hoc approver.

**Submitted Budgets:** Budgets submitted along with the proposal for review and approval.

**Submitting Department:** This defaults to the department of the proposal or agreement creator's primary job record. This field must be updated if the PI is submitting a proposal through any other department.

**Working Budgets:** Any budget created for the proposal. This includes cost share budgets.

**Worklist:** This section contains lists of all records in UFIRST (Proposals only in the Proposals Worklist, Agreements only in the Agreements worklist).

[\[BACK\]](#)