## Communicating with My Proposal Team and DSP in UFIRST

UFIRST provides a wide range of activities that encompasses more than moving a proposal through the approval and submission workflows. 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** and **Add Comment** activities is that all communication is stored in UFIRST for access by everyone involved in the proposal.

Send An Email Activity
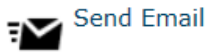
✉ Send Email

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.

Send Email

Send Email

1.0 Select Proposal Team Recipients:

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

2.0 Select Unit Administrator Recipients:

[   ] [Add]

Name	Organization
There are no items to display	

3.0 Select Approver Recipients:

[   ] [Add]

Name	Organization
There are no items to display	

4.0 Select DSP Staff Recipients:

[   ] [Add]

Name	Organization
There are no items to display	

Add Comment Activity

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.

This activity is useful 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.

History Tab

To view emails or comments on a particular proposal or an agreement, click the **History** tab in the **Proposal Workspace**.

Information on the author and the date the activity it took place will display in this section. Clicking on the activity link opens an activity details page with further information on any changes, if any, occurred based on the action taken.

Contact Information:

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