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

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.
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.

![History Tab Example]

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.

Activity Details (Comments Added)

Allows user to add a general comment.

Contact Information:

Division of Sponsored Programs (DSP)
University of Florida
219 Grinter Hall
352-392-3516
Website: www.research.ufl.edu