

How Do I Track the Status Of An Agreement In Negotiation?

Once the **Submit For Review** activity is executed, the agreement is submitted to the Division of Sponsored Programs (DSP) for review. DSP will then assign a document negotiator to work on the agreement. To locate your agreement and review its status, follow the steps below.

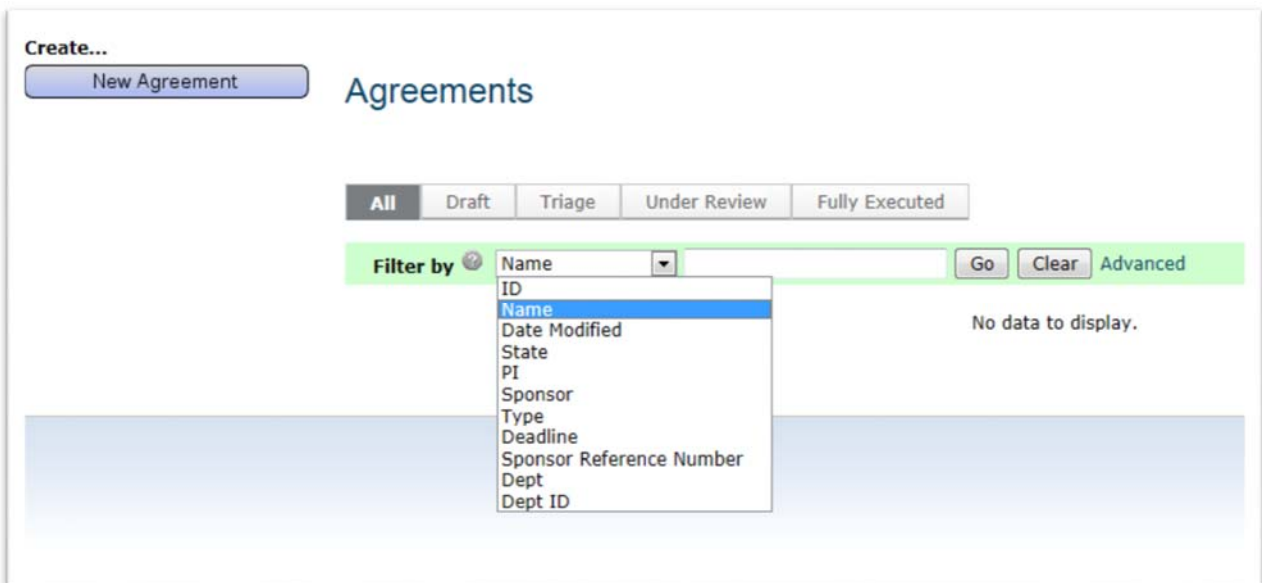
Please note that if the agreement is in the Triage state, it has not been assigned to a document negotiator.

Steps

1. Log in to UFIRST at <https://grants.research.ufl.edu> using your Gatorlink username and password.
2. Click the **Agreements** tab on the main menu bar.



3. If you don't see the record of interest immediately, click the **Filter By** drop-down arrow and then select a category to search. To locate a list of matching records, enter % followed by useful text in the search box.
4. Click the **Go** button. The search results display.



- Click the **Name** link to view the agreement summary and details.



- To view the agreement status, refer to the status indicator in the left hand navigation bar.



- To view the latest version of the agreement, click the **Attachments** tab.
- To review correspondence logged in relation to the agreement, click the **History** tab. The History Log also provides information on all activities taken in relation to the agreement.
- To review the terms of the agreement, click the **Terms** tab.

Contact Information:

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