I have an award. What do I do now?

The UFIRST proposal module should be used whenever any sponsored project proposal, agreement or award needs approvals. This can be for an entirely new project or when new scope is added to an existing project. When new scope is added to an existing project the PI is committing to more work than was originally approved by their Chair and College. This new commitment must be reviewed by the appropriate approvers.

Departments may receive award letters or funded agreements that have never been routed through institutional approvals (UFIRST approval, myUFL PeopleSoft workflow, or a DSP-1). When this happens approvals must be obtained; UF uses the UFIRST proposal module to capture these required institutional approvals.

To assist in deciding if your award or agreement should be routed through the Agreement or Proposal module refer to the decision model below:

a. I have a non-financial agreement - Route this through the Agreement module by completing the Agreement SmartForm and executing the “Submit for Review” activity.

b. I have a financial agreement and I already have approvals via a UFIRST proposal, previous DSP-1 form, or an existing Peoplesoft proposal - Route this through the agreement module
   i. UFIRST Proposal Approvals - Find the UFIRST Proposal and from the Proposal Workspace, select the “New Agreement” button. Complete the Agreement SmartForm. Execute the “Submit for Review” activity.
   ii. Existing DSP-1 - From your Inbox, select the “New Agreement button.” Attach the DSP-1 form in the Supporting Documents section of the Agreement SmartForm. Once complete execute the “Submit for Review” activity.
   iii. Existing Peoplesoft Approvals - From your Inbox, select the “New Agreement button.” Reference the approved Peoplesoft proposal number in the Agreement Smartform. Once complete execute the “Submit for Review” activity.

c. I have a financial agreement but lack approvals - Route this through the Proposal module and provide details about this item being an agreement in the additional information section within the Proposal SmartForm General Information Page. Once the Proposal record is complete, inclusive of budget details and all appropriate documentation, execute the “Submit for Review and Approval” activity. The Research Administrator in the appropriate core office will convert the item to the agreement module where negotiations can be logged and tracked.

Contact Information:

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