

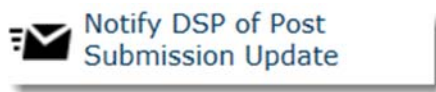
What Do I Do When I Receive a Request from a Sponsor After My Proposal Was Submitted?

After a proposal is submitted, the Sponsor may request additional information. The Sponsor may contact the submitting unit directly for the request or may contact the Division of Sponsored Programs (DSP). If a request is received, the submitting unit must inform DSP of the request. To do so, complete the following steps.

Notify DSP of Post Submission Update

This activity is available once the proposal is in the **Pending Sponsor Review** state.

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



2. Select the appropriate type of post submission update according to the Sponsor request. The two options for a Sponsor request are **Information Requested** or **Budget Revision Requested**.

3. Attach the original request from the Sponsor and the documents being submitted as a response to the request by clicking the **Add** button.

4. Click the **OK** button. DSP will receive an email notification that you have loaded this information. They will review and submit the information or contact you for clarification.

Contact Information:

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