

Running UFIRST Awards Reports

UFIRST reports are available via Enterprise Reporting. To run these reports, you must have the **UF_FI_UNIVERSAL_INQUIRY** role.

To run a UFIRST Award reports, perform the following steps:

1. Log into myUFL using your Gatorlink ID and password.
2. Navigate to **Main Menu > Enterprise Reporting > Access Reporting > Sponsored Program Information > UFIRST > UFIRST Awards**

Tip: Most UFIRST Reports are available in two formats: PDF or Excel export.

3. Select a report definition. The following reports are available:
 - UFIRST Awards – provides a listing of the full award portfolio of a department, award PI or sponsor.
 - UFIRST Projects – provides a report of all awards and related projects for a specified department, award PI, project manager or sponsor.
 - UFIRST Financial Award Transactions – provides a report of sponsor authorized dollars for all awards received on or after 7/1/2016, including cash (fund 214) awards. The report includes funding amounts at the award, project and allocation level. This report can be filtered by department, date, award PI, project manager or sponsor.
4. On the report options page, select the required and/or optional prompts for the data you want to view.
5. Click the **Finish** button. The report displays in the selected format.

A report data dictionary is available for assistance in understanding the data elements included in the report. <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/grants/>

A comprehensive data dictionary for UFIRST is available at: <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/grants/>

If you have issues accessing the reports, please contact the UF Computing Help Desk (392-HELP). For questions about UFIRST data or to provide UFIRST reporting suggestions, please contact [Lisa Stroud](#) in the UF Office of Research.