

Submitting an Agreement for Review

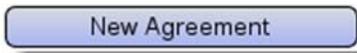
Agreements can be financial (i.e. research agreement, contract) or non-financial (i.e. confidentiality agreement, data use agreement). As a rule of thumb, if it is related to a sponsored program and requires a signature, DSP needs to review it. Agreement Review is the designated module to route these items.

Please note, all financial agreements must have a matching Proposal record. If you are routing an agreement that does not have a previously submitted proposal, use Proposals rather than Agreement Review. Once approvals are received, DSP (or the unit negotiating) will initiate the Agreement

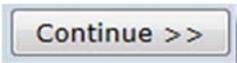
If a Sponsor sends a non-financial agreement directly to your unit or you receive a financial agreement for an already routed Proposal, create an Agreement record in UFIRST by completing the steps below.

Steps

1. Log in to UFIRST at <https://grants.research.ufl.edu> using your Gatorlink username and password.
2. Click the **New Agreement** button located on the left side of the My Inbox section of UFIRST.



3. Answer all questions on the form to the best of your ability. For guidance in responding to the questions, see the UFIRST Manual.
4. Click the **Continue** button to save and create an Agreement record.



5. Click the **Finish** button to return to the Agreement Workspace.



6. Click the **Submit for Review** activity button to send to DSP for review, negotiation and approval. If this is a Clinical Trial negotiated by RAC or College of Medicine-Jacksonville, they will be routed the agreement using this button as well.

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Integrated Research Support Tool

Cynthia Mendoza | My Inbox | Logoff

Proposals | Agreements | Help

Agreements > Avery Foundation

Avery Foundation

Agreement Workspace: AGR0000017

Draft

View Agreement SmartForm

Summary | Attachments | History | Related Items | Terms

My Activities

- Submit For Review** (highlighted)
- Send Email
- Manage Additional Access

Agreement Information:		Primary Unit Contact:	
Principal Investigator:	Ivelisse Vincek	Email:	
Submitting Department:	HARN MUSEUM	Phone:	
Sponsor/Outside Organization:	A.C.N.M. FOUNDATION		
Deadline:		Document Negotiator:	
Document Type:	Confidentiality/Non-Disclosure Agreement	Email:	
Sponsor/Outside Organization Reference #:		Phone:	

A pop-up window displays to confirm you are ready to confirm the agreement is ready for review.

Submit For Review

Submit for Review

By clicking OK, this document will be routed for review and negotiation.

You will no longer have access to edit the SmartForm or attached documents. To contact the document negotiator, use the Send Email activity.

OK Cancel

After executing this activity, the information on the SmartForm page becomes locked from editing. You may send additional information and documentation via the **Send Email** activity.

Contact Information:

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