



UFIRST | University of Florida
Integrated Research Support Tool

RSH279: UFIRST INTRODUCTION





The University of Florida Integrated Research Support Tool (UFIRST) is the proposal, award and agreement management system used at UF.

UFIRST can be accessed via this website:
<http://grants.research.ufl.edu>

This course serves as the introduction to the UFIRST system and is the first of the UFIRST course series. To learn more about the UFIRST series, click [Sponsored Programs Course Catalog](#).

By the end of this course, you will be able to:

- Locate and edit your profile information
- Define and locate security roles
- Successfully navigate the system
- Locate records and relevant data

To pass this course, you must obtain at least 80% on the final assessment.

For questions -
Email: UFIRST@research.ufl.edu
Phone: 352-392-9267
Website:
<https://research.ufl.edu/ufirst.html>

Resources:

[Grants Toolkit](#)

[UFIRST site](#)



Sponsored Programs Course Catalog - <https://learn-and-grow.hr.ufl.edu/courses-registration/sponsored-research-training/>

Grants Toolkit - <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/financial-toolkits/grants/>

UFIRST Site - <http://research.ufl.edu/ufirst.html>



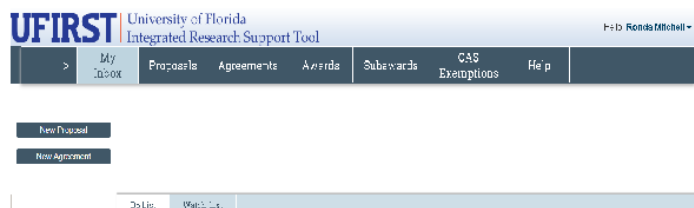
Chapter 1

What is UFIRST? & Editing Profile Information



UFIRST is the University's system for approving and tracking all sponsored project and research proposals, agreements and awards.

Data in UFIRST is stored securely and is visible only to parties with a business purpose to access the data.



UFIRST functions include:

Collecting institutional proposal data	Routing proposals for chair, director and dean approvals prior to submission to sponsors
Submitting Federal grant applications via the SF424 electronically to grants.gov	Collecting sponsored and research-related agreement information
Tracking negotiations on all sponsored and research-related agreements	Collected institutional award data
Hosting Notices of Awards (NOAs)	Facilitating tracking of award management requests such as prior approvals



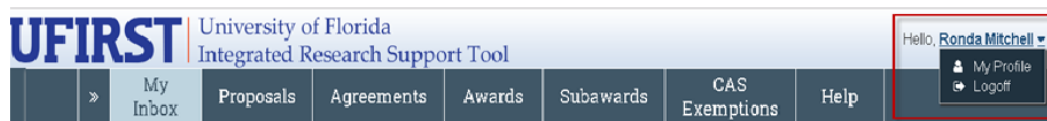


Every employee at UF has access to UFIRST and can login using their Gatorlink credentials. Within UFIRST you have a profile that includes Human Resource and SF 424 Submission information.

Your profile information determines what you can see and do within UFIRST.

To view your profile:

1. Log into UFIRST
2. Click your name located in the upper, right corner
3. Choose My Profile



It's important that you review your profile information to confirm it's accurate and displays professionally.

Most of the data in the HR and SF 424 sections are populated from myUFL.

Changes to the HR information CANNOT be made within UFIRST.

Your name, title, phone and email come from your directory profile in myUFL. To change them, login to myUFL and navigate to Main Menu > My Account > Update My Directory Profile.

Your employer, salary, fringe benefit, FTE, and appointment are all based on your primary UF job.

If any of this is incorrect, contact your local HR person.

HR Information

First: Ronda
Middle: Clemons
Last: Mitchell
Title: Instructional Designer III

Annualized Salary:

Fringe Benefit Category: Exempt TEAMS/USPS
FTE: 1
Appointment: 12 Month

Employer: HR-TRAINING-DEVELOPMENT
Phone: 352/273-1756
Email: rmitchel@ufl.edu

Created: Friday, March 13, 2015 11:32:26 PM
Modified: Monday, October 22, 2018 5:37:02 PM
Active: Yes
Is Pr eligible: No

Roles: Registered User
Study Staff

