

Post Submission Updates

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 through a **Post Submission update (PSU)** in UFIRST. This activity is available once the proposal is in the **Pending Sponsor Review** state.

UFIRST Procedure

1. **Click** the **Initiate Post Submission Update** activity button.



2. **Select** the appropriate type of post submission update according to the Sponsor request: **Just in Time (JIT) Request** or **Other Information Requested**. **Enter** the deadline, if applicable, for the Post Submission Request.

Initiate Post Submission Update

*** 1.0 Post Submission Request:**

Request Type

Just in Time (JIT) Request

Other Information Requested

*** 2.0 Post Submission Deadline:**

📅

No Deadline:

3. **Indicate** if the PSU is completed and needs routed to DSP, or if the responsible unit needs to provide the PSU requested information. If routing to the responsible unit, **click** who should receive the email notification that a request is pending. **Attach** the original request from the Sponsor and if applicable, the documents being submitted as a response to the request.

* 3.0 Are you done and simply want to notify DSP that you are ready to submit at this point?

Yes, send the proposal to DSP for post submission updates.

No, the responsible unit (PI, Admins, etc.) will provide the post submission information.

[Clear](#)

* This request will be put on the To Do lists for the PI and Primary Administrative Contact. If you would like to notify anyone via email, select the notification recipients below:

Principal Investigator: William Irwin

Administrative Contact: Lisa Stroud

Personnel: Jordan Edwards

Submitting Dept Admins: [BOARD OF TRUSTEES](#)

Core Office Owner: Ronald Lester

None

* 4.0 Comments:

Please provide requested information. See attached email |

Attachments:

+ Add

4. **Click** the OK button. If routing the PSU to the unit, the proposal transitions to **Pending Proposal Team Response: Post Submission** state, which indicates this proposal is in the unit’s court to do whatever they need to do. If the proposal is routed to DSP, the proposal transitions to **Core Office Review: Post Submission Updates** state.
5. To complete the Post Submission Update, utilize the “*Notify Core Office of Post Submission Update*” activity. This activity will route the PSU back to the Core Office. The Core Office will then complete the PSU, or can send it back to the unit if they require additional information.

