

Why Are My Activities Changing?

In UFIRST, you can take specific actions based on your role in the system and the current state of the proposal. The following is a matrix of available and suggested activities based on the proposal state and your role.

Pre-Submission States and Activities

Proposal State	Study Staff	Principal Investigator	Grant Administrator	Cost Share Approver	Dept. Approver	DSP Staff
Draft	Edit Submit to workflow	Certify Edit Submit to workflow	Edit Submit to workflow	Can view only	Can view only	Can view and edit
Cost Share Review	Can attach documents; Cannot edit SmartForms or grids	Can attach documents; Cannot edit SmartForms or grids	Can attach documents; Cannot edit SmartForms or grids	Approve cost share; Disapprove cost share	Can view only	Can view and edit
Department Review	Can attach documents; Cannot edit SmartForms or grids	Can attach documents; Cannot edit SmartForms or grids	Can attach documents; Cannot edit SmartForms or grids	Can view only	Approve Disapprove Request Changes	Can view and edit
Pending Proposal Team Response: Department Review	Can edit SmartForms and grids; Can attach documents	Can edit SmartForms and grids; Can attach documents	Can edit SmartForms and grids; Can attach documents	Can view only	Can view until changes are made	Can view and edit
DSP Review	Must indicate Ready for Submission to Sponsor	Must indicate Ready for Submission to Sponsor	Must indicate Ready for Submission to Sponsor	Can view only	Can view only	Edit Request Changes Submit to Sponsor
Pending Proposal Team Response: DSP Review	Can edit SmartForms and grids; Can attach documents	Can edit SmartForms and grids; Can attach documents	Can edit SmartForms and grids; Can attach documents	Can view only	Can view only	Can view and edit

Post Submission States and Activities

Funding State	Study Staff	Principal Investigator	Grant Administrator	Cost Share Approver	Dept. Approver	DSP Staff
Pending Sponsor Review	Can attach documents; Cannot edit SmartForms or grids	Can attach documents; Cannot edit SmartForms or grids	Can attach documents; Cannot edit SmartForms or grids	Can view only	Can view only	Change status of proposal; Notifies of a post submission request
Pending Post Submission Response	Can attach documents; Cannot edit SmartForms or grids; Notify DSP of completed post submission request	Can attach documents; Cannot edit SmartForms or grids; Notify DSP of completed post submission request	Can attach documents; Cannot edit SmartForms or grids; Notify DSP of completed post submission request	Can view only	Can view only	Can attach documents; Cannot edit SmartForms or grids
Received Post Submission Response	Can attach documents; Cannot edit SmartForms or grids; Can notify DSP of a funding status change	Can attach documents; Cannot edit SmartForms or grids; Can notify DSP of a funding status change	Can attach documents; Cannot edit SmartForms or grids; Can notify DSP of a funding status change	Can notify DSP of a funding status change	Can notify DSP of a funding status change	If acceptable DSP submits response to sponsor
Pending Sponsor Review: Award Anticipated	Can attach documents; Cannot edit SmartForms or grids Can notify DSP of a funding status change or route agreement review	Can attach documents; Cannot edit SmartForms or grids Can notify DSP of a funding status change or route agreement review	Can attach documents; Cannot edit SmartForms or grids; Can notify DSP of a funding status change or route agreement review	Can notify DSP of a funding status change or route agreement review	Can notify DSP of a funding status change or route agreement review	DSP changes status to Award Anticipated
Award Received	No action needed; item can be found in awarded worklist	No action needed; item can be found in awarded worklist	No action needed; item can be found in awarded worklist	No action needed; item can be found in awarded worklist	No action needed; item can be found in awarded worklist	DSP changes status to Awarded

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