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
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:

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

<table>
<thead>
<tr>
<th>HR Information</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First</strong></td>
<td><strong>Employer</strong></td>
</tr>
<tr>
<td><strong>Ronda</strong></td>
<td><strong>HR-TRAINING-DEVELOPMENT</strong></td>
</tr>
<tr>
<td><strong>Middle</strong></td>
<td><strong>Phone:</strong> 352-273-1756</td>
</tr>
<tr>
<td><strong>Clemens</strong></td>
<td><strong>Email:</strong> <a href="mailto:rmitcheff@ufl.edu">rmitcheff@ufl.edu</a></td>
</tr>
<tr>
<td><strong>Last</strong></td>
<td><strong>Created:</strong> Friday, March 13, 2015 11:32:26 PM</td>
</tr>
<tr>
<td><strong>Mitchell</strong></td>
<td><strong>Modified:</strong> Monday, October 22, 2018 5:37:02 PM</td>
</tr>
<tr>
<td><strong>Title:</strong> Instructional Designer II</td>
<td><strong>Active:</strong> Yes</td>
</tr>
<tr>
<td><strong>Annualized Salary:</strong></td>
<td><strong>Is PI eligible:</strong> No</td>
</tr>
<tr>
<td><strong>Fringe Benefit Category:</strong></td>
<td><strong>Roles:</strong></td>
</tr>
<tr>
<td>Exempt TEAM/USPS</td>
<td>Registered User</td>
</tr>
<tr>
<td><strong>FTE:</strong> 1</td>
<td>Study Staff</td>
</tr>
<tr>
<td><strong>Appointment:</strong> 12 Month</td>
<td></td>
</tr>
</tbody>
</table>
All security roles are maintained in the ARS, the University’s electronic Access Request System.

If you don’t have the appropriate roles, contact your Department Security Administrator (DSA) to request them.

If you are unsure who your DSA is, you can access a list of current DSAs in myUFL under Main Menu > My Account > My Roles.
The Division of Sponsored Programs (DSP) recognizes that for many reasons, you may want the way your name, title and other personal information displays on application forms to differ from your HR profile. The data in the SF 424 section of your profile will appear on SF 424 proposal forms created through UFIRST SF 424.

**SF 424 data CAN be edited in UFIRST.**

To change any data in the SF 424 section, simply enter the correct information in the appropriate fields.

Be sure these data are accurate and professional in appearance.
SF 424 Profile Delegation

You can delegate management of your SF 424 profile section to any other UF employee.

To do so, at the bottom of the page, simply type the last name of the individual to whom you want to delegate in the Profile Delegates field and select the desired person from the list.
For more advanced searching, click the Ellipsis icon to open a separate window where you can filter by parameters other than last name.

Examples of other parameters include First Name, Organization, Dept ID, or Title.

Click the Advanced link to filter search results by multiple search parameters. Such as, filtering by Last Name and Organization.

Click the button below to see a demo of searching for SF 424 delegates.

UFIRST Search Demo
Remember!

The information in the HR section is coming directly from myUFL, not UFIRST.

If something is wrong, it must be corrected in myUFL. Edit in myUFL via Main Menu > My Account > Update My Directory Profile or contact your local HR person.
Chapter 2

Security Roles & Affiliations
All employees are able to access UFIRST and create proposals or agreements to route for approval.

To do anything broader in support of a department or PI, you must have the appropriate security roles and affiliations.

UFIRST security roles are requested by your DSA.

After you have the appropriate security role, your UFIRST Grant Workflow Administrator (GWA) affiliates you with the appropriate departments in UFIRST.

Click for a detailed list of UFIRST security roles
UFIRST Security Roles

**Study Staff & Registered User** - these roles are automatically assigned to all UF employees and are all that most faculty and research staff need. These roles allow base level access into UFIRST to create, view and edit UFIRST records that you have:
- created yourself
- been identified as primary admin contact
- been listed as a key person
- been invited to view or edit records
- been assigned as an Ad Hoc approver

Required Training: None

**Grant Workflow Administrator (GWA)** - Individuals with this role affiliate Grant Administrators and Grant Approvers to their appropriate division, department, college or center/institute in UFIRST. Each college typically only has one or two GWAs who are chosen by DSP in conjunction with the leadership of each college.

A list of GWAs can be found [here](#).

myUFL Security Role: UF_N_GM_WORKFLOW_ADMINISTRATOR

Required Training: None
UFIRST Security Roles

**Grant Administrator** - This role is typically granted for department or college Research Administrators, Grant Specialists, Coordinators, Fiscal Specialists or their equivalent, Office Managers, Program Managers, etc. who have a responsibility for an entire unit (division, department, college, shared service center, etc.).

With this role, you can view and edit records in UFIRST that include personnel in your department or college (collectively referred to as units). As this role depends on you being affiliated with a particular department or college, you must be affiliated by your GWA.

**myUFL Security Role: UF_GM_Proposals**

<table>
<thead>
<tr>
<th>Required Training:</th>
<th>Recommended Training:</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSH220</td>
<td>RSH279</td>
</tr>
<tr>
<td>RSH230</td>
<td>RSH280</td>
</tr>
<tr>
<td>RSH260</td>
<td>RSH281</td>
</tr>
<tr>
<td></td>
<td>RSH282</td>
</tr>
</tbody>
</table>
UFIRST Security Roles

**Grant Approver** - As UFIRST is used to approve sponsored proposals, each college or division must decide at what level within their unit they will assign approval responsibilities.

Each proposal requires only one unit approval, but internally, units can decide to have up to four (i.e. Division, Department, Administrative Review, College Review). Once such a decision is made, every individual within the unit with authority must have this role to approve proposals.

Typically only chairs, directors, deans or their approved delegates have this role. We strongly recommend back up in each unit in order to ensure that when the primary approver is unavailable, the proposal does not stop moving forward.

**myUFL Security Role:** UF_N_GM_Grants_Approver

**Required Training:** None

**Recommended Training:**
RSH279
RSH220
RSH230
RSH260
UFIRST Security Roles

**Unit Fiscal Authority (UFA)** - Within the Approver set for each unit is a special approver titled the Unit Fiscal Authority. Individuals with this role approve cost share in proposals or advanced spending authority (temps) for their division, department or college. As with the Grants Approver, they are linked to the appropriate unit by their GWA.

myUFL Security Role: UF_N_GM_Grants_Approver

Required Training: None

Recommended Training:
RSH279
RSH220
RSH230
RSH260

**Additional Viewer** - Units can add personnel who have Read Only access across all modules (Proposals, Awards, Agreements, Subawards, CAS Exemptions).

You must be linked to a division, department or college by your GWA to see any records. Any person with Study Staff can be made an Additional Viewer in UFIRST without any ARS roles.
To check what roles you have in UFIRST, view the HR information of your UFIRST profile.

In this example, this person has the Registered User and Study Staff roles.

If you notice something wrong with your assigned roles, contact your DSA. If you have the right roles but don’t believe you are seeing all the records you should contact your GWA.
Chapter 3

UFIRST Navigation
INBOX

Once logged into UFIRST, you will see the Navigation bar at the top of the window. The Navigation bar allows you to move from module to module within UFIRST quickly. By default, you will land on My Inbox.

The Inbox displays a list of items that need your attention or that are in the state that needs some tracking or follow up.

There are seven sections in the Inbox, one for each module in UFIRST.

- Proposals
- Agreements
- Awards
- Award Modifications
- Fund 214s (Non Federal Clinical Trial Awards)
- Subawards
- CAS Exemptions
Each section has a Do List and a Watch list.

| Do List | Watch List |

The **Do List** are records that require you to act before any further processing can occur.

The **Watch List** provides records for which we believe you need quick access. These include records on which you are the Primary Contact but you have completed your entry and routed for further processing. They are not submitted (in the case of proposals) or executed (in the case of agreements and subawards), but they are not currently awaiting your action.
The Navigation bar will display tabs that allow you to access the different modules in UFIRST.

<table>
<thead>
<tr>
<th>Module</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposals</td>
<td>Packages of informational materials, comprised primarily in digital form, submitted in response to Request for Proposals (RFPs) from sponsors.</td>
</tr>
<tr>
<td>Agreements</td>
<td>Commitments between UF units and external parties that include the use or exchange of UF resources in support of research or any other type of sponsored activities. Agreements may or may not be linked proposals.</td>
</tr>
<tr>
<td>Awards</td>
<td>Proposals that have been accepted by sponsors and NOAs have been received.</td>
</tr>
<tr>
<td>Subawards</td>
<td>Funding provided by UF units to subrecipients for the purpose of carrying out programmatic segments of sponsored projects.</td>
</tr>
<tr>
<td>CAS Exemptions</td>
<td>Requested exemptions from Cost Accounting Standards.</td>
</tr>
</tbody>
</table>
WORKLIST

When you select any module from the Navigation bar, you will land on the All records worklist within that module.

You will only see records within that module that you have security to see. Your security is driven by your role (all records in your unit if you are a Grant Administrator) and data within the specific records (i.e., if you are the primary unit contact listed on the record).
WORKLIST TABS

Each worklist includes subsets of records grouped into lists by a higher level of workflow, such as Pre-Submission, In Progress or Active Awards.

## Proposals

| All Proposals | Pre Submission | Post Submission | Awarded | 424 Applications |

## Agreements

| All Agreements | In Progress | Executed Agreements |

## Awards

| All Awards | Awards In Progress | Active Awards |
On certain modules you may notice an ellipsis at the end of the worklist tabs. This indicates there are more lists available to view.

In the below example when we click on the ellipsis within the Agreements module, we can now see Legacy Agreements.
HELP

The Help Navigation button will display additional UFIRST resources, contact information and training requirements.

UFIRST Help
Links for obtaining assistance using this application
- UFIRST Manual coming soon
- UFIRST Toolkits
- UFIRST Training Course
- Grant Workflow Administrators - Key UFIRST contacts for each major unit
- Other Sponsored Programs Training Courses

If you still have questions, please contact:
352.392.9267
or
ufirst@research.ufl.edu
Or visit http://research.ufl.edu/faculty-and-staff/initiatives/ufirst.html

The unit responsible for maintaining the content of this application:
Office of Research - Division of Sponsored Programs
219 Griffin Hall
Gainesville, Florida 32611
WORKSPACE

Click on the title or ID of an item listed in your Inbox to open that item’s workspace. An item’s workspace is the “command center” and the starting point for all activities. In this example, we selected a proposal’s title from the Inbox and were taken directly to that proposal’s workspace.

A record’s workspace contains a lot of information.

Click each letter to learn more about each area on a workspace.

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**Effects of ballroom dance on psychological well-being of women over 50**

**Proposal Information**
- Principal Investigator: Honda Mitchell
- Submitting Department: HHS/HEW/COMP
- Department ID: 420/1000
- Sponsor: NAC/NIH/Elf
- Principal Sponsor: NSF/INIT
- Opportunity/Limitation?: Yes
- Opportunity ID: 420/1000
- Opportunity Name: 420/1000

**Budget Information**
- Project Period: 6/2/2004
- Number of Periods: Total Direct: 80
- Total Indirect: 80
- Total: 80

**Cost Sharing Information**
- Cost Sharing Direct: 80
- Cost Sharing Indirect: 80
- Cost Sharing Total: 80

**Primary Unit Contact**
- Name: John
- Email: john@example.com
- Phone: 123-456-7890

**Compliance Information**
- Human Subjects: Yes
- Animal Subjects: Yes

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**Workspace Navigation**
- My Inbox
- Proposals
- Agreements
- Awards
- Subawards
- CAS Exemptions
- Help
SMARTFORMS

SmartForms are where you view/enter/edit the details of proposals, agreements, awards, subawards and CAS exemptions.

In this example, you see the first section of a proposal SmartForm.

Simply complete the presented fields with the relevant data. If you are confused by what a field is asking for, there is help text and links available to the right of each question.
All SmartForms are dynamic, meaning the choices you make on the form will determine the further questions presented. For example, if you say no to involvement of human subjects, you will not be asked further questions regarding the identification of related data. If you say you are not traveling internationally, you will not be asked further questions about the duration and location of that travel.

Each page within a SmartForm is indicated by a number and description.

For example, 1.0 General Information, 1.2 Other Grant Program Information, 2.2 Personnel.

Then within that page are questions to be answered also indicated by numbers, such as 1.0, 2.0, 3.0, etc.
Remember, due to the dynamic nature of SmartForms, each field you complete may reveal additional fields/pages requiring completion or hide fields/pages not needed.

Let’s compare two federal proposals that display different pages depending on the answers given to certain questions on the SmartForm.
You can move through a SmartForm by clicking the Continue or Back buttons or you can choose to move to a particular section of the SmartForm by choosing the Jump To drop down field at the top of the SmartForm.

Note that depending on the SmartForm, you may not be able to continue or jump to additional sections until all required fields are completed on the current page. Required fields will be indicated by a red asterisk.
Click the button to the right to work through a simulation navigating through UFIRST.
Chapter 4
Searching, Filtering, and Final Assessment
As you use UFIRST, you will have access to multiple proposals, agreements, awards, etc. Within each module and from the worklist, you can filter and search to quickly locate desired records.
Use the Filter by drop down field to choose what element you would like to search for. The search options change depending on what module you are in.

Examples of the different filter parameters per module are listed below.
You can also add additional filters by clicking the Add Filter link at the end of the search field to create “and conditions” for the search action. For example, you can search for records that match a specific PI and a particular date range.

Wildcards and operators are available to help you search more effectively.

The wildcard (%) can be used in place of unknown data. For example, in the image above using the wildcard after John will find all PIs with the name Johnson, Johnston, Johnsen, etc.
Operators are characters that will return specific results.

You can see the operators you can use and examples on how to use them by clicking the question mark next to the Filter by field label.

**Click the button below to see a demo of how to search for records in UFIRST.**

**Searching Demo**

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**Filter by Text**
Type the first part of the text you want to find. Use % as a wild card. Typing Gre finds "great," "Green," and "Greetings." Typing tack finds "tack" and "Blackwell."

**Filter by Dates**
Type the date, such as 5/23/2015. Filter to the minute by including the time, such as 5-23-15 1:42 PM.

**Use Comparison Operators to Make Your Filter More Efficient**
Valid Operators: =, >, >=, <, <=
Filter a date field with > 5/23/2015 to find all values after that date. Filter a numeric field with i = 0 to find non-zero values.

**Use Boolean Operators for Complex Searches**
Valid Operators: -or,-and
Find any of several text values, such as filtering a name column with
Shawn -OR Shaun.
Find everything between two numbers, such as filtering a numeric column with
> 10,000 -and <= 50,000.