

## UFIRST PROPOSAL STATES

The state of the proposal is a factor that determines what actions or activities a user is able to make on a proposal. In the table below, “Proposal Team” refers to the PI, any UF employee named as a Key Person, and the person named as the Primary Administrative Contact on the SmartForm.

The states highlighted in yellow indicate the typical states of a proposal.

State	Responsible Role(s)	Actions/Activities
<b>Draft</b>	Proposal Team, Grant Administrator	<p>Proposal has been created but has not <b>Submitted for Review and Approval</b>. In this state, the proposal can be edited and/or terminated by the Proposal Team.</p> <p>Once the Proposal and Budget SmartForms are ready for review, the Proposal Team can submit for review and approval. Once the proposal is submitted, the Proposal Team can no longer edit the proposal. They can upload attachments.</p>
<b>Cost Share Review</b>	Cost Share Grant Approver	<p>If the proposal has cost share that will be met by UF departments outside of the submitting department, then the cost share approvers for those departments will need to complete the <b>Approve Cost Share</b> or <b>Disapprove Cost Share</b> activity.</p>
<b>Departmental Review</b>	Grant Approver(s)	<p>Grant Approvers for the submitting department will approve, deny, or request changes from the proposal team.</p> <p>There can be multiple approval steps that the proposal needs to clear before exiting this state. These steps and associated approvers can be viewed in the <b>Approvals</b> tab of the proposal workspace.</p>
<b>Pending Proposal Team</b>	Proposal Team	<p>If the Grant Approvers request changes prior to approving, the proposal enters this state. The Proposal Team must make changes as requested.</p>

<b>Response: Dept Review</b>		The Proposal Team can return the proposal to the Department Review state by completing the <b>Respond to Change Request</b> activity.
<b>Core Office Review</b>	DSP Staff	Once all steps of Departmental Review have approved, the proposal enters Core Office Review.  DSP staff reviews the proposal and submits to the Sponsor.
<b>Pending Proposal Team Response: Core Office Review</b>	Proposal Team	If DSP request changes to the proposal before submitting to the Sponsor, DSP performs the <b>Request Changes</b> activity, which puts the proposal into this state.  The Proposal Team must make changes to the proposal and then return the proposal to Core Office Review by completing the <b>Respond to DSP Change Request</b> activity.
<b>Pending Sponsor Review</b>	DSP Staff	This state indicates that the proposal has been submitted to the Sponsor and UF is awaiting funding determination.
<b>Pending Post Submission Response</b>	Proposal Team	The proposal enters this state if in the Pending Sponsor Review state, DSP performs the <b>Post Submission Request</b> activity. This activity notifies the Proposal Team that additional information is needed. The Proposal Team makes appropriate changes or attaches the documentation to the proposal.  The Proposal Team notifies DSP that their response is ready for submission to the Sponsor by completing the <b>Submit Post Submission Response</b> activity.
<b>Pending Proposal Team Response: Post Submission</b>	Proposal Team	If in Pending Sponsor Review, DSP or the Proposal Team indicates that the sponsor has requested updates or changes then either party can initiate and the proposal enters this state indicating it is awaiting Proposal Team response. When ready to respond to the Sponsor, the

		<p>Proposal Team executes <b>Notify Core Office of Post Submission Update</b>. The proposal enters <b>Core Office Review Post Submission Updates</b>.</p> <p>When the Proposal Team executes their response, DSP is notified and then reviews any changes or documentation provided by the Proposal Team. If acceptable, DSP submits the information to the Sponsor.</p>
<b>Core Office Review Post Submission Updates</b>	DSP Staff	<p>When the Proposal Team or DSP indicates a Sponsor requires additional information or clarification on a submitted budget, the Proposal Team can indicate to DSP to act via <b>Notify Core Office of Post Submission Update</b> or DSP can initiate this state to track its own activity. If acceptable, DSP submits the information to the Sponsor and completes the update returning the proposal to <b>Pending Sponsor Review</b>.</p>
<b>Budget Revisions</b>	Proposal Team	<p>If a sponsor requires submission of a revised budget, the Proposal Team can initiate this by executing the <b>Initiate Budget Revision</b> activity. When complete, the Proposal Team can request DSP review and submission to the sponsor using the <b>Complete Budget Revision</b> activity.</p>
<b>Award Pending</b>	DSP Staff	<p>An award has been received by DSP but the award is not fully set up.</p>
<b>Awarded</b>	N/A	<p>An award has been received by DSP and is ready for spending.</p>

**ADDITIONAL STATES**

State	Responsible Role	Actions/Activities
<b>Disapproved by Department</b>	N/A	The submitting department approvers have disapproved the proposal. Unless further action is

		<p>taken, the proposal WILL NOT be submitted to the Sponsor for consideration. Options are:</p> <p>DSP Staff can <b>Reset Approvers</b> to return the proposal to the Department Review state.</p> <p>The Proposal Team can <b>Copy Proposal</b> to create a new proposal in draft state with the same attributes.</p>
<b>Terminated</b>	N/A	<p>Prior to submission to the Sponsor, the Proposal Team or DSP Staff has stopped internal routing and review of the proposal via one of the <b>Terminate Proposal</b> or <b>Terminate Proposal</b> activities. The proposal will not be submitted for review and approval and will not be submitted to the Sponsor.</p> <p>The Proposal Team can complete the <b>Copy Proposal</b> activity to create a new proposal in draft state with the same attributes.</p>
<b>Withdrawn</b>	N/A	<p>After submission to the Sponsor, the request for funding has been withdrawn. Only DSP Staff can put a proposal into this state.</p> <p>The Proposal Team can complete the <b>Copy Proposal</b> activity to create a new proposal in draft state with the same attributes.</p>
<b>Not Funded</b>	N/A	<p>The Sponsor has communicated that the proposal has not been selected for funding or 18 months have lapsed from the date of submission. Only DSP Staff can put a proposal into this state.</p> <p>The Proposal Team can complete the <b>Copy Proposal</b> activity to create a new proposal in draft state with the same attributes.</p>