



RSH282: UFIRST AWARDS

UFIRST University of Florida Integrated Research Support Tool

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

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

UFIRST is used for management of all sponsored projects in Funds 201, 209, and 214. The UFIRST Awards module collects institutional award data, releases and hosts Notices of Awards (NOAs), and tracks award management requests.

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

- Define uses of award data and concepts
- Complete a new award setup
- Discuss award workflow and state requirements

This course focuses on one phase of the Sponsored Programs lifecycle. For questions related to award concepts or award management review [RSH208 Post Award Managing & Monitoring Best Practices](#).

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

Pre-Requisites: RSH279

Recommended: RSH202
RSH203
RSH280

For questions, contact
Sponsored Programs
Email: ufirst@research.ufl.edu
Website:
<http://research.ufl.edu/dsp.html>



Slide 2 of 60



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UFIRST – <http://grants.research.ufl.edu>

[RSH208 – Post Award Management & Monitoring Best Practices](#)

Sponsored Programs Email – ufirst@research.ufl.edu

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Accessibility Note

If you use the JAWS screen reading software, please note that you will need to use the keyboard shortcut Insert + Down on each slide for JAWS to read the course content properly.

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PDF Link -

Chapter 1

Award Data and Concepts

[Menu](#)



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Chapter 1 Award Data and Concepts

Why Does UF Track Award Data?

Colleges, departments, and PIs have a vested interest in accurate award data for many reasons:

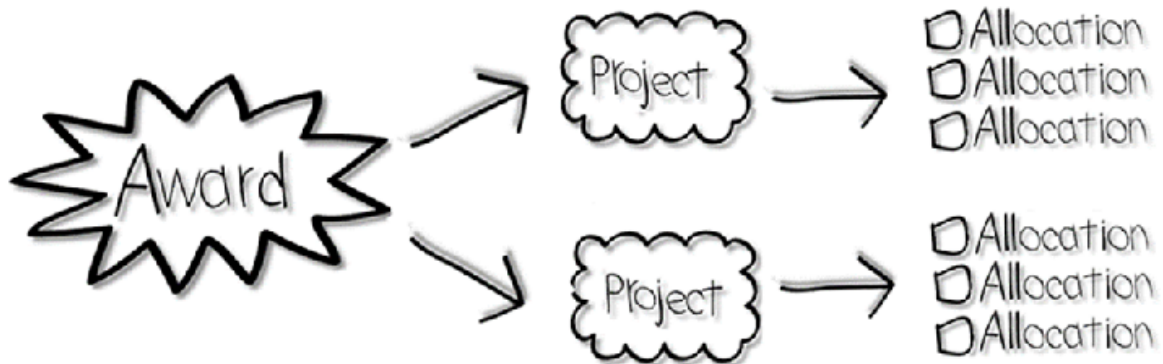
- Tenure and Promotion
- F&A returns
- Space allocation
- Audits
- Industry & federal relationship management
- Effort Commitment management
- Accreditation reporting
- Institutional reporting



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- Institutional reporting



The **Award** is the overall funded activity as viewed by the sponsor.

An award may have multiple projects. **Projects** are the internal UF division of funds within the award.

Projects may have multiple allocations. **Allocations** are individual releases of funds (sums of money) on a project. For example, NIH releases funds incrementally (typically each year). Each increment for each project is an allocation.

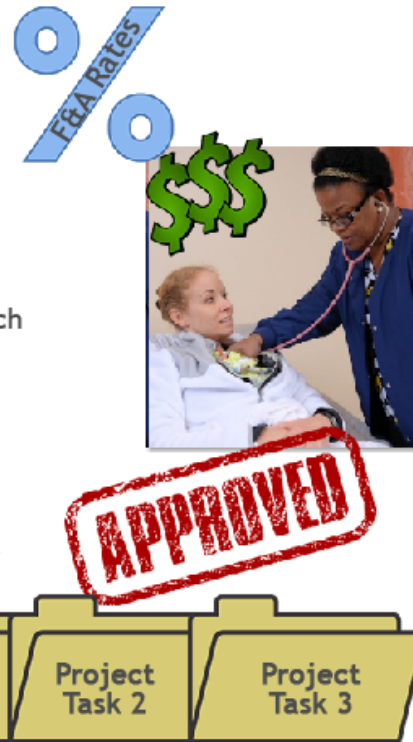
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When Would I Need Multiple Projects?

- If portions of the award have different F&A rates (or one portion doesn't allow F&A such as participant support).
- If one portion of the award cannot be re-budgeted into any other categories without prior approval, such as with participant support or patient care costs.
- If terms and conditions of the award require prior approval for carryover.
- If there is a desire to manage or track pieces of the award separately, such as by task, by budget period, by department, or by a person's (project manager's) work.



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When an **award** needs to be updated or changed, an **award modification** must be created and routed in UFIRST for review and approval.

Award modifications include both financial and administrative changes that impact the management of the award.

Examples include supplemental or incremental funding, no cost extensions, changes to key personnel or their effort, or changes to the terms and conditions of the award.

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Chapter 2

Creating a New Award

Creating an Award

New awards can ONLY be created from an existing, approved UFIRST Proposal or an executed UFIRST Funding Agreement.

This process is NOT for 214 projects.

The Create Award button will only appear on a proposal once it has been submitted/locked by Sponsored Programs and the status is Pending Sponsor Review or on an agreement once it has been fully executed.



My Activities



Create Award

IMPORTANT! A new award should only be created for completely NEW awards, not modifications, extensions, or supplements to existing awards.

IMPORTANT! A new award should only be created from a proposal or an agreement, not both.

If you are unsure whether to create a modification on an existing award or a new award, check with Sponsored Programs.

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Let's take a look at some important fields in creating a UFIRST award.

1.0 General Award Information

1.0	<p>* Principal Investigator / Program Director / Fellow: Andrew Judge</p> <p>Identify the Mentor / Responsible Faculty Member: </p>
2.0	<p>* Responsible Department/ Unit: HIP-PHYSICAL THERAPY</p> <p>Responsible Department ID: 33060001</p>
3.0	<p>Primary Unit Administrative Contact: Korinda Mitchell</p>
4.0	<p>* Short Title of Award: Admin Support for OSG grading and Skills of course study</p>
5.0	<p>Full Title of Award: Admin Support for OSG grading and Skills of course study</p>

On the 1.0 General Award Information page, fields with an asterisk are required.

While Sponsored Programs will review fields for accuracy, the department should verify and validate the information entered in the SmartForm.

If Sponsored Programs starts an award, they will complete each field and help ensure that the fields are accurate.

Regardless of who starts the UFIRST record, the Responsible Department/ Unit should ensure that the correct Responsible Department ID is used.

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While Sponsored Programs will review fields for accuracy, the department should verify and validate the information entered in the SmartForm.

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2.0 Personnel

Name	Role	RSH220	RSH250	USR010
Morris, Vanita Banks	PDFI	2017/2014	2017/2014	N/A

1.0 Select all Senior Key Personnel:

Name	Role	RSH220	RSH250	USR010
Henderson, Sarah F	Co-PI/PI	Not Completed	Not Completed	N/A

2.0 select individuals who can EDIT this award:

Name
Buchanan, Sean M
Mitchell, Ronda Clemens

3.0 Select individuals who can VIEW this award:

Name
There are no items to display.

On page 2.0, Personnel, add any individuals who need to VIEW this award to field 3.0. Review RSH279 to help determine who might need to be entered.

Review [RSH279](#) to learn how to determine these individuals, if needed.

Senior-Key Personnel should not be changed without discussion with Sponsored Programs.

On page 2.0, Personnel, add any individuals who need to VIEW this award to field 3.0. Review RSH279 to help determine who might need to be entered.

Review RSH279 to learn how to determine these individuals, if needed.

Senior-Key Personnel should not be changed without discussion with Sponsored Programs.

3.0 Related Items

1.0
Proposals Funded by this Award:

ID	Name	PI	Primary Sponsor	State
PR000095170	Admin. Support: CocO Signaling and Skeletal muscle atrophy	Judge, Andrew R	NATI. INST. OF HEALTH & MED	Award Pending

2.0
Agreements Associated with this Award:

ID	Name	PI	State	Date Created
There are no items to display				

3.0
Other Awards Associated with this Award:

ID	Name	Relationship	PI	Responsible Unit	State	Date Created
There are no items to display						

Fund 214 Projects Associated with this Award:

ID	Name	PI	Responsible Unit	State	Date Created
There are no items to display					

4.0
If applicable, choose the Agreement Item which to import Terms and Conditions:

Page 3.0 is for Related Items, meaning any associated UFIRST Proposals, Agreements, or Awards. The proposal and/or agreement used to create the award will be automatically linked when the UFIRST award record is created.

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4.0 Terms and Conditions	
1.0	<p>None of the terms below apply <input type="checkbox"/></p> <p>Terms and Conditions:</p> <p><input type="checkbox"/> 252.204-7012 included and applies</p> <p><input type="checkbox"/> 252.204-7012 included but determined to be self-deleting</p> <p><input type="checkbox"/> Carryover of unexpended balances - Automatic</p> <p><input checked="" type="checkbox"/> Carryover of unexpended balances - Requires Sponsor Prior Approval</p> <p><input type="checkbox"/> China Entity Restriction (NASA)</p> <p><input type="checkbox"/> ClinicalTrials.gov reporting required</p> <p><input type="checkbox"/> Confidentiality - Sponsor restricts disclosure of information</p> <p><input type="checkbox"/> Copyright - UF does not own copyright in materials produced</p> <p><input type="checkbox"/> Cost Accounting Standards apply</p> <p><input type="checkbox"/> DD254 - Classified Information Exchange Applies</p> <p><input type="checkbox"/> Deliverables - Sponsor owns copyright in deliverables</p> <p><input type="checkbox"/> Employee Restriction - please read award</p>

Page 4.0, Terms and Conditions will be filled out and validated by Sponsored Programs staff during the DSP Review state.

Terms and conditions identified in an associated UFIRST Agreement record will be automatically imported into the UFIRST Award record.

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Project Setup

Each budget in the proposal will be turned into a Project in the UFIRST Award.

Projects can also be created by clicking the “Add” button under Define Project.

5.1 Project Setup

1.0 Define Project:

Add

	Project ID	Project Manager	Unit	Unit ID	Project Title	IDC Rate	Project Begin Date	Project End Date	
Update	P0072521	William Irwin	IT - ENTERPRISE SYSTEMS	14800000	Irwin - Research Project	52.5%	2/22/2018	2/21/2022	Delete
Update	P0072522	Jordan Edwards	QR-DIV OF SPONSORED PROGRAMS	11060100	Edwards - Participant Support Project	0%	2/22/2018	2/21/2019	Delete

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Projects can also be created by clicking the “Add” button under Define Project.



The Project Purpose and Project Type fields are critical for proper reporting at both the federal and internal levels.

If the answer is not 100% certain, the selection of each purpose and project type should be confirmed.

These definitions can be found on the Sponsored Programs website, as well as in the Help Text links to the right of these fields in the Award SmartForm.

A conversation with the faculty may also be required to help make a final determination.

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A conversation with the faculty may also be required to help make a final determination.

Project Purpose

You enter each project's purpose and type by clicking the Update button on page 5.1.

The Project Purpose is designated based upon the fundamental focus of the scope of work. If the purpose is not clear, the investigator should be consulted.

Six Purpose Choices:

- EXTPS-Extension/Public Service
- INST-Instruction
- RSCHA-Applied Research
- RSCHB-Basic Research
- RSCHD-Developmental Research
- RSTRN-Research Training



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Project Type

The **Project Type** is an attribute that further defines the Project Purpose reflected in the scope of work.

It is used for both institutional reporting and for improving business processes, such as identifying projects:

- not requiring effort commitments
- with special re-budgeting restrictions
- of strategic institutional importance

18.0	Project Type:
<input type="radio"/> FIDTR	Application FIDTR Trial
<input type="radio"/> ANML	Animal Clinical Trial
<input type="radio"/> CDE	Career Development
<input type="radio"/> CRT	Clinical Trial
<input type="radio"/> CICA	Clinical Trial Operating Accord
<input type="radio"/> CONF	Conference/Workshop
<input type="radio"/> CINDV	Curriculum Development
<input type="radio"/> DUC	Doctoral Dissertation
<input type="radio"/> EdU	Editorship
<input type="radio"/> EQUIP	Equipment
<input type="radio"/> EXHNS	Exhibition/Event Service
<input type="radio"/> FWSG	Fellowship - Graduate
<input type="radio"/> FWSO	Fellowship - Other
<input type="radio"/> FWSPh	Fellowship - Postgraduate
<input type="radio"/> HSH	Human Subject Clinical Research Unit
<input type="radio"/> IEP	IEP Faculty Service Program
<input type="radio"/> IIS	Institutional Training Grant

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5.2 Allocation Setup

Add / Edit and Remove Award Allocations:				
<input type="button" value="+ Add"/>				
	Associated Project	Name	Start Date	End Date
<input type="button" value="Update"/>	P019C015	Dual Exposure of Nanoparticle and Virus Aerosols to Complex Cell Systems - 1	8/1/2015	8/31/2020
<input type="button" value="Update"/>	P019C015	Dual Exposure of Nanoparticle and Virus Aerosols to Complex Cell Systems - 2	8/1/2020	8/31/2021
<input type="button" value="Update"/>	P019C015	Dual Exposure of Nanoparticle and Virus Aerosols to Complex Cell Systems - 3	8/1/2021	8/31/2022

On the 5.2 Allocation Setup page, think of an allocation similar to a line item credit in a bank account. Generally one allocation should be created and used for one increment of funding.

For each allocation, click the Update button and answer each question in the Edit Funding Allocation pop-up window.

On the 5.2 Allocation Setup page, think of an allocation similar to a line item credit in a bank account. Generally, one allocation should be created and used for one increment of funding.

For each allocation, click the Update button and answer each question in the Edit Funding Allocation pop-up window.

Allocation Setup

An allocation is a “sum” of money tied to a project for a time period.

Specific information that must be identified includes:

- Whether or not to release a specific allocation for spending at this time (allocations that cannot be released can be listed, but no sponsor authorized amount can be entered)
- Whether or not the release of a specific allocation is being done so on a temporary/advanced basis
- How much money should be released in each allocation



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How much money should be released in each allocation?

Project Allocation Selection

Edit PeopleSoft_Project

Create or Edit Projects

1.0

Project Name:

Irwin - Research Project

2.0

Select Associated Allocation(s):

Name	Start Date	End Date	Released	Sponsor Authorized
<input type="checkbox"/> Edwards Part Support - 3	2/22/2020	2/21/2021	No	\$0.00
<input type="checkbox"/> Edwards Part Support - 1	2/22/2018	2/21/2019	No	\$0.00
<input type="checkbox"/> Edwards Part Support - 2	2/22/2019	2/21/2020	No	\$0.00
<input checked="" type="checkbox"/> Irwin Research Project - 1	2/22/2018	2/21/2019	No	\$0.00
<input checked="" type="checkbox"/> Irwin Research Project - 2	2/22/2019	2/21/2020	No	\$0.00
<input checked="" type="checkbox"/> Irwin Research Project - 3	2/22/2020	2/21/2021	No	\$0.00

Select which allocations (budget periods) align to each project.

The allocations can be pulled over from the UFIRST Proposal budget or manually added during the set up process.

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Reconciliations

5.5 Award/Authorized Budget Reconciliation

1018		1028	
Parent	\$0.00	Sponsor Authorized Amount	\$0.00
Indirect	\$0.00	Active Allocation Total	\$0.00
Total	\$0.00	Unreconciled	\$0.00

Select the Project: Project Name: Project Start: Project End: Project Manager: Dept/ID: IDC Rule: DC Date: IDC Type:

Select the Funding Allocation to display: Allocation Start: Allocation End:

The purpose of the Award/ Authorized Budget Reconciliation section is to obtain categorical budget breakouts for each allocation. The initial award release should match the budget categories on the sponsor document. The sponsor document can include the Notice of Award, executed agreement, budget documents, or other related items incorporated into an agreement.

The budget baseline is important to track so UF can respond to any sponsor re-budgeting restrictions or thresholds. The budget reconciliation in UFIRST is automatically mapped to the myUFL project budget after Contracts and Grants reviews and integrates the UFIRST record.

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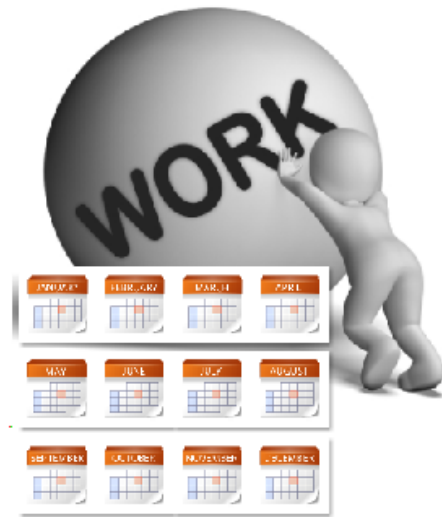
Effort in UFIRST

UFIRST captures and stores the agreed upon effort commitments between UF and Sponsor. This agreed upon effort is often referred to as a quantifiable commitment of effort.

The best practice is to submit quantified effort commitments, such as those in the proposal budget or budget justification, in months rather than a percentage of time, unless a different calculation is required by the sponsor. If effort is proposed in months, the commitment is a defined period of time.

For additional resources, see [UF Commitment Guidance](#).

If effort is entered as a percentage, effort will continue as proposed, unless a reduction is approved by the sponsor.



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UF Commitment Guidance - <https://research.ufl.edu/dsp/award-management/fiscal-management/effort-reporting.html>

Effort in UFIRST

If the Notice of Award, Executed Agreement, budget, or budget justification indicates that the PI has committed 1 month of effort for each budget year of the award, that is what will be captured in UFIRST.



UFIRST will NOT be used to capture:

- Fluctuations between effort reporting periods
- Allowable reductions up to sponsor thresholds (these will be in myUFL only)

If you are not sure how to convert the percent of effort that was proposed into months, use our [calculator tool](#)!



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Calculator tool - <http://research.ufl.edu/dsp/proposals/budgeting/salaries-wages.html>

5.5 Effort Commitments

1.0

Commitment Data collection will be a system-intensive process. It will only happen on initial award creation and whenever a user hits this "Update" button.

Effort Details:

Person	Start	End	Appt	FTE	Cost Share Months	Cost Share %
Sasanka Chulikapelli	3/1/2020	2/28/2021	12 Months	1	0	0%
Sasanka Chulikapelli	3/1/2021	2/28/2022	12 Months	1	0	0%
William Dunn	3/1/2020	2/28/2021	12 Months	1	0	0%

On the 5.5 Effort Commitments page, confirm that quantifiable effort commitments match what was sent to the sponsor and meet the standards set in UF's effort commitment guidance.

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6.0 Deliverables

1.0

Add, Remove, or Edit Deliverables:

Name	Due Date	Responsible Party	Status	Completion Date
There are no items to display.				

This page is optional. Units may utilize this for their internal business processes.

Core Offices will not review or complete this form on behalf of the unit.

On the 6.0 Deliverables page, add any desired reminders to help you manage your workflow.

This can include a quarterly report, progress report, or any other reminder that you deem important.

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7.0 Compliance Review

	Indicate if any of the following is used or engaged by any party involved in execution of this project:
Human Subjects Research	Human Subjects Including Human Data or Tissue: No
Laboratory Animal Research	Live Vertebrate Animals: No ^ Animal waste, unfixed animal tissue, or body fluids? <input type="radio"/> Yes <input type="radio"/> No

The Human Subjects and Vertebrate Animals yes/ no responses carry over from the UFIRST Proposal or Agreement. Only the core office can change these responses.

If the project involves human subjects or animal related work, add the appropriate IRB or IACUC protocol number to page 7.0. The animal waste, unfixed animal tissue, or body fluids question is a requirement and will need to be answered regardless of other responses on this page. To ensure that the protocol title and funding source match the new project, confirm with the PI or review myIACUC or myIRB before routing the SmartForm to DSP.

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Click the button below to
see a simulation of completing
pages 5.1 - 5.3 in UFIRST.

**Completing Pages 5.1 - 5.3 in
UFIRST Simulation**

Click the button below to see a simulation of completing pages 5.1 - 5.3 in UFIRST.

Completing Pages 5.1 - 5.3 in UFIRST Simulation

Simulation - <http://training.hr.ufl.edu/resources/RAFT/UFIRST/RSH282/sim/index.html>

Chapter 3

Award Workflow






















Completion Status

A **red** light in the Completion Status section indicates there is a required item that must be addressed before the SmartForm can change states and transition to the DSP Review state.

A **yellow** light indicates there is an item that Sponsored Programs needs to review before finalizing the Complete DSP Review activity which sends the SmartForm to C&G for review and integration.

All lights must be **green** before the award can transition from the DSP Review state to the C&G Review state.

In this example, the SmartForm has two required elements that are missing, including one item in the award SmartForm and completion of one outstanding FCOI form.

Completion Status		
SmartForm Complete	Incomplete	  
IRB Protocol	N/A	  
IACUC Protocol	Completed	  
Advanced Spending Approval	N/A	  
FCOI	Incomplete	  
Training	Completed	  
Award Compliance	Pending Review	  

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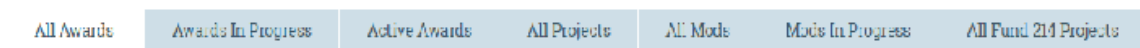
In this example, the SmartForm has two required elements that are missing, including one item in the award SmartForm and completion of one outstanding FCOI form.

Award Navigation

Once logged into UFIRST, all awards can be accessed via the Awards Navigation Menu tab.



The Awards Worklist tabs contain all federal and non-federal sponsored awards (projects in fund 201 or 209).



All Awards: Contains every 201 and 209 award that you have access to edit or view.



Fund 214 projects are under their own tab.

Once logged into UFIRST, all awards can be accessed via the Awards Navigation Menu tab.

The Awards Worklist tabs contain all federal and non-federal sponsored awards (projects in fund 201 or 209).

All Awards: Contains every 201 and 209 award that you have access to edit or view.

Fund 214 projects are under their own tab.

Award Navigation

All Awards	Awards In Progress	Active Awards	All Projects	All Mods	Mods In Progress	All Fund 214 Projects
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Awards in Progress: Contains all awards that have been initiated in UFIRST but have not yet been released for spending in myUFL. This list should be accessed regularly to review for pending items and take action as needed.

Active Awards: Contains all awards that are currently not expired and likely have a project open for spending in myUFL.

All Projects: Contains all projects on awards that were open any time on or after July 1, 2016. This list allows for searching by myUFL Project Manager or Project Department as opposed to Award PI or Department.

All Mods: Contains all modifications initiated in UFIRST.

Mods in Progress: Contains all modifications that have been initiated in UFIRST but have not completed their review process by updating UFIRST or myUFL as appropriate. This list should be accessed regularly to review for pending items and take action as needed.

All Fund 214 Projects: Contains every Fund 214 project (non-federally funded cash based Clinical Trials) that you have access to edit or view.

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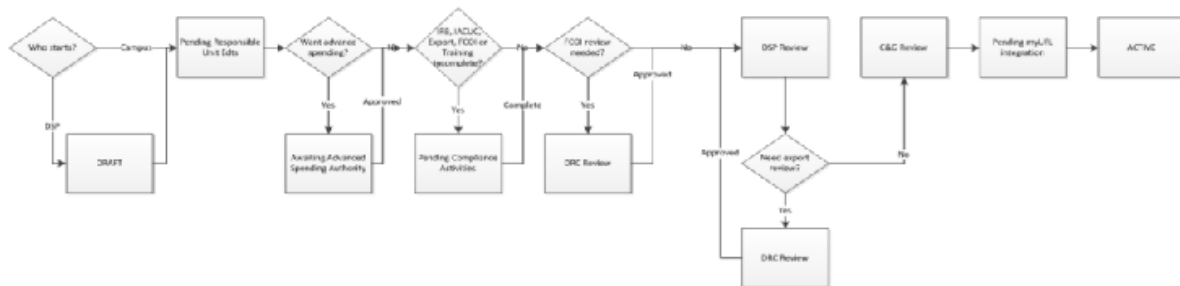
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Award Workflow States



This image is a high-level overview of the UFIRST SmartForm routing process. Not all awards will enter all stages. For example, a TEMP account (temporary project setup before the official notice of award is received) will enter the Awaiting Advanced Spending Authority state, while an official award will not enter this state.

The next slide will review, step by step, each state in the award workflow.

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Award Workflow -

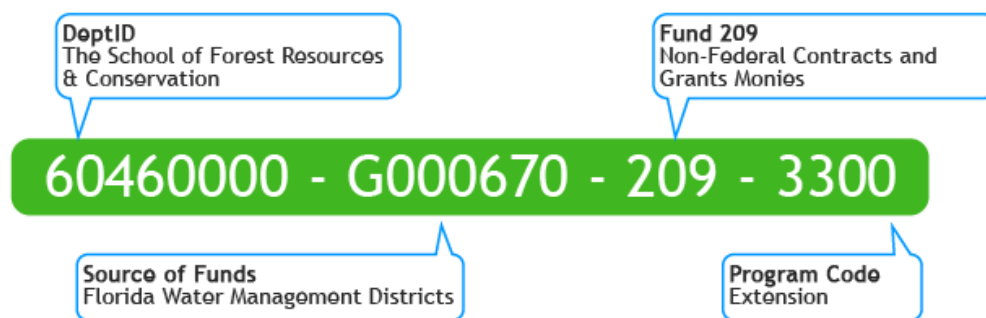
<https://mediasite.video.ufl.edu/Mediasite/Play/a142339b2e0f44fabd7070920cc699561d>

As part of the award workflow, the state of the award SmartForm will serve as the driver to determine who is responsible for entry and review at any given time.

Sponsored Programs handles entry in the Draft state then submits to the department. The department handles entry in the Pending Responsible Unit Edits state, then submits to Sponsored Programs.

Sponsored Programs again handles review in the DSP Review state then submits to C&G if all fields are correct. After C&G completes their review in the C&G Review state, the award will be integrated into myUFL and a ChartField(s) will be generated for each project and you can start spending.

[Click Next to see example data.](#)



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DeptID – 6046000 – The School of Forest Resources & Conservation

Source of Funds – G000670 – Florida Water Management Districts

Fund 209 – Non-Federal Contracts and Grants Monies

Program Code – 3300 – Extensions

Resources

[Award States Workflow](#)

[Effort Reporting and Management](#)

[Award Management](#)

[UFIRST Test Site](#)

Award States Workflow -

http://training.hr.ufl.edu/resources/RAFT/UFIRST/RSH282/award_state_workflow.pdf

Effort Reporting and Management - <https://research.ufl.edu/dsp/award-management/fiscal-management/effort-reporting.html>

Award Management - <https://research.ufl.edu/dsp/award-management.html>

UFIRST Test Site - <https://qat-grants.research.ufl.edu/>