

## Adding and Deleting Proxies

Proxies are additional personnel that can serve in the place of the designated personnel for approving proposals in myUFL.

Proxies can be established at the Chair and Dean levels. PIs do not have proxies. Each primary PI must approve his/her own projects. Chair or Dean proxies must be established before a proposal is created by submitting a list of those who will serve as proxies to DSR via e-mail at [ufproposals@ufl.edu](mailto:ufproposals@ufl.edu). Only those designated as "eligible" can serve as proxies.

As long as a proposal has not been submitted into workflow, the list of those eligible to approve projects can be updated. However, once a proposal has been submitted into workflow, proxies can no longer be added or deleted. If an edit is required, the project must be sent back to draft mode by any approver before the update can be made.

If you need help with...

--Technical issues, contact the UF Help Desk at 392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

--Grant proposal policies or procedures, contact the Division of Sponsored Research, Processing and PreAward Services office, 392-9267 or [ufproposals@ufl.edu](mailto:ufproposals@ufl.edu).

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