
Creating a Proposal - one PI/Project

The UF Express Proposal Page allows you to quickly create a grant proposal in myUFL and is based on the Sponsored Projects Approval Form, known as the DSR-1.

The UF Express Proposal Page collects key information for a more streamlined set up of a proposal and its project(s) in the myUFL Grants system.

This instruction guide describes how to create a new proposal that contains one project with only one PI (Principal Investigator) and budget information.

Take class **PST960 PreAward: Grant Proposals 9.1** for a detailed explanation of this process.

Navigation

1. Click the **Main Menu** button.
2. Click the **Grants** menu.
3. Click the **Proposals** menu.
4. Click the **Maintain Proposal** menu.
5. Selecting the **Add a New Value** tab will allow you to use the UF Express Proposal page to start a new proposal.

Add a New Value tab

The **Business Unit** field will default to GRANT.

The **Proposal ID** for the new proposal will be automatically generated.

The **Version ID** field will default to V101 indicating this is the first version of the new proposal.

6. Click the **Add** button to generate a new grant proposal.

UF Express Proposal Tab

7. Complete the following fields on the UF Express Proposal tab.

PI field:

"**PI**" stands for "**Principal Investigator**" and is the person who will be managing the research.

In the PI field, you can enter the PI's UFID; enter a portion of the UFID and choose from the Type Ahead list or use the lookup feature to search for the PI's ID. This field will only display eligible PI IDs. Once the ID is entered into this field, the name will appear in the space to the right of this field.

Agency Ref # field:

This field is provided to UF by the Sponsor as an identifier of the submission or award and is used to facilitate communication and identification of the unique record quickly.

Long Title field:

This field is the official title used in communications with the Sponsor. It can be up to 254 characters long.

Short Title field:

This field is limited to 56 characters and should be used as a tool to convey the commonly used title internal to UF.

Sponsor field:

In the Sponsor field, you can enter the sponsoring agency's complete ID; enter a portion and choose from the Type Ahead list or click the lookup button to search. Once the ID is entered, the name will appear in the space to the right of this field.

Note: If the desired Sponsor is not listed, contact the Division of Sponsored Research (DSR) at ufproposals@ufl.edu to look up the agency or add if necessary. In the meantime, you can use the Sponsor called "GM01 Sponsored Programs Holding Account" as a temporary filler until DSR has had time to input the correct Sponsor and so that you can finish creating the proposal.

Note: When searching, many Sponsor names have been abbreviated in the system to save space. Searching for sponsor names using complete or whole words may not retrieve the desired results. Until abbreviations and/or IDs are commonly known, it is suggested to search on the part of the name that is "unique", if possible. Search results may take up more than one page. You can move to the appropriate page as needed using the **Shows next rows** arrows.

Note: Search results only display the first 300 records. To narrow the search results, you are encouraged to use additional search criteria.

Transmission Code field:

Select the lookup button to choose the code that indicates how the proposal will be sent to the sponsoring agency.

Options include:

BM	By Mail
CM	Campus Mail
CR	Courier
DA	Data
EL	Grants.gov
EM	Other Electronic
FX	By Fax
IN	Internal
OT	Other
OV	Overnight Carrier
PU	Pickup
TE	Telephone
WT	Walk Through

Type field:

This field indicates the type of proposal.

Options include:

Competing Continuation = (Only used by NIH) An application requiring competitive peer review and Institute/Center action to continue beyond the current competitive segment (also known as a Renewal).

Non-Competing Continuation = Do not choose. Non-competing continuations are entered within the Awards area (Grants > Awards > Create Continuation).

Pre-Proposal = A statement in summary form of the intent of the applicant to request funds.

Renewal = An application requiring competitive peer review to continue beyond the current competitive segment.

Supplemental = A request for additional funds either for the current operating year or for any future year recommended previously.

Purpose field:

This field is used to indicate the activity associated with the proposal.

Options include:

CLIN	Clinical Trial Research
EX	Extension
FELL	Fellowship
INST	Instruction
NONRS	HSC CRS Nonresearch Contract
OSA	Other Sponsored Activity
RSCHA	Research: Applied
RSCHB	Research: Basic
RSCHD	Research: Developmental
RSEXT	Research/Extension
RSINS	Research/Instruction

Status field:

This field displays the current condition of the proposal. This field will automatically update dependent upon the status of the proposal. **Do NOT manually adjust this field.** Common conditions include:

Draft – condition of proposal as it is being created and after being saved, but prior to being submitted into workflow for approval.

Pending Approval – appears once you have clicked the Start Approval Process button and submitted the proposal into workflow for approval.

Institution Approved – indicates DSR has now approved the proposal and it has been sent to the sponsor.

Submitted – indicates the award has been made and DSR has sent out the NOA (Notice of Award) to C&G and the Primary PI.

Awarded – indicates C&G has received the NOA and the proposal is now considered an award.

Due Date field:

This field is the date the proposal is due to the sponsor. You can enter the date manually or choose the date from the **Choose a date** button. If choosing the date from the Choose a date button:

- Confirm year and change it **first** if necessary
- Select month
- Select the specific day

Date Type field:

This field indicates the type of due date required.

Options include:

Internal – indicates a deadline set within the university and does not need to be sent to a sponsoring agency. Also used if the proposal has already been approved via DSR-1.

Postmark –the proposal must be postmarked by the date indicated.

Receipt – the date the proposal needs to be received by the sponsor.

Target – indicates a preferred (but not absolute) deadline to get the proposal to the sponsor.

From and To fields:

These fields indicate the dates of the work under this proposal. These are required fields. If you need to change the dates after initial entry, navigate to the Header page and update the Budget period Start and End Dates. You can enter the date manually into these fields or choose the **Choose a date** button.

Note: You can press the **[Tab]** key twice to move to the **To:** field or click in the **To:** field to enter the end date.

Cost Sharing

8. Enter cost shared amounts, if available.

Cost Sharing is when a specified amount of the proposal's costs is being shared by either UF or a Third Party entity. Shared costs may be mandated by the sponsor or voluntarily committed. If the proposal is to include cost sharing, enter the amount within either the Mandatory or Voluntary Committed fields as appropriate. Voluntary Uncommitted is cost sharing category term that means the same thing as no cost sharing, and as such this term is not used on proposals.

Note: If budget information is available at the time of proposal creation, it can be added via the Budgets tab any time prior to Institution Approval. If not available, budget information can be added to the proposal at any time before Institution Approval via Budget Details. You can access Budget details through Grants > Proposals > Enter Budget Details.

Note: UF's Cost Share Policy defines mandatory and voluntary committed cost sharing and the documentation that you will need to attach to the proposal and can be viewed via http://www.research.ufl.edu/research/handbook/researcher_handbook/section4.tml#RTFToC18.

Note: Cost Share reports are available in Enterprise Reporting.

Additional Information

This section will default to **Transmission Instructions** (a.k.a. Mailing Instructions). Transmission Instructions is a required field and the Comments textbox must be completed. Do NOT attempt to delete Transmission Instructions.

9. Enter at least one line in the Transmission Instructions Comments textbox.

The **Type** field is used to include any additional proposal information that may be required.

10. Choose any additional information from the Type field, if needed.

Note: If additional information were to be included or removed in this proposal, we would choose either the **Add a new row** or **Delete a row** button as needed to add or delete Additional Information Types.

Proposal Project

Each proposal must have at least one project that is the primary project. The "**proposal**" stores all of the administrative information while the "**project**" stores budget information and project specific information like resources and personnel.

A proposal can also have multiple projects. If multiple departments will be receiving money from the grant there may be one project for each department. Or, if there are multiple F&A rates, there may be multiple projects.

Each proposal can have an unlimited number of projects. Projects can be added via the Express Proposal page or through the Projects tab.

11. Select the **Primary** checkbox if this project will be the primary project of the proposal.
12. Notice the **Title** defaults automatically from the Title information in the Title field at the top of the page.
Note: You can change or edit this information, if desired. This field allows up to 56 characters.

FA Allocation

The **FA Allocation** link is used to enter Facilities and Administrative (a.k.a. F&A, Indirect or Overhead) funds that will be shared with professionals, departments and centers affiliated with this project.

Note: This link will only be active if MAIN was selected as the Institution. IFAS and EIES distribute F&A differently and cannot access this link.

13. Enter the percentage of F&A funding to be shared with each professional into the **%** field.
Note: Amount of percentage should not exceed a total of 10% for all professionals working on the project.
14. Enter the EmplID of the professional(s) into the **EmplID** field.
Note: You can enter the full **EmplID** of the professional working on this project; enter a portion of the EmplID and choose from the Type Ahead list or click lookup to search for the desired EmplID number.
15. Enter the professional's associated department into the **Dept** field.
16. Enter the desired departmental percentage into the **%** field in the Departments section.
Note: Amount of percentage should not exceed a total of 7.5% for all departments involved in the project.
17. Enter the department ID into the **Dept** field.

18. If a center is involved in the project, enter the desired center percentage into the **%** field in the Center section.
Note: Amount of percentage should not exceed a total of 7.5% for all departments involved in the project.
19. Click the **OK** button.
20. Note the **Department**, **Subdivision** and **Institution** fields automatically populate based upon the PI ID entered at the top of the page.
21. Enter the UFID of a departmental contact in the **Contact** field.
Note: This person will receive automatically generated emails indicating the occurrence of financial transactions, such as budget releases and transfers.
22. If there are multiple PIs involved in a project, the **Contact PI** is an optional field that can be used at the department's discretion to indicate a particular PI who is to be the primary point of contact.
23. Each project must have only one **Primary PI**. Select the Primary PI field for each professional who will serve as the Primary PI.
Note: All PI's who are included as part of the proposal are workflow eligible. This checkbox will automatically be checked once the proposal has been saved.

Certification

Use the Certification section to enter information on any needed project certifications.

24. Select each Indicator field to indicate whether a certification is required.
Note: Each Indicator field must include a value other than N/A.

Indicator options include:

(Yes) if **required**

(No) if **not required**

(Pending) if **pending review**

(Closed)

Note: If you choose **Yes** anywhere under the Indicator column you must give either an assurance number and expiration date or an exemption number in order to create the proposal.

Note: If you do not currently possess all needed assurance or exemption numbers, select **Pending** from dropdown list.

Note: If the actual approval date is known, enter into the **Approval Date** field. Otherwise, leave this field blank. If left blank, myUFL will automatically input in the current date when the proposal is saved.

Note:

- For animal/human certifications set to "Yes", the date of approval from IACUC or IRB must be included in the Approval Date field. If set to "Pending", an approval date is not required at this point.
- For human certifications set to "Yes", CLSVC certification is required for the Health Science Center only. When this certification is set to Yes, in lieu of a true exemption number you can input "N/A".
- For conflict of interest certifications, enter the faculty member's UFID in the Exemption Number field (required by some colleges)
- The University still requires signed conflict of interest forms for any indicated conflicts. You can access and print this form from UF's COI policy link provided in the Proposals Projects section above. Once completed, the form can be scanned and uploaded to the proposal after completing the Express Proposal Page by using the Key Words/Documents tab.

If additional certifications are required:

- a. Click the **plus-sign** to add a new row for the additional certification, if needed.
- b. Click the **Look up Certification Code** button.
- c. Click the **Look Up** button.
- d. Find and select the desired certification.
- e. Click the **Indicator** dropdown field.
- f. Click the **Yes** list item.

Document Attachments

Any attachment useful and necessary for the approval and submission of the proposal should be attached within this area.

25. If needed, click the **Add Attachment** button to add attachments.
26. Click the **Browse...** button.
27. Locate and select the desired file and then click **Open** to attach to the proposal.
28. Click the **Upload** button.
29. Click the scrollbar to scroll down, if needed.
30. Click the **Save** button.
31. Scroll down to the **Professional** section.

Professional

32. Notice the Professional section now displays with multiple records.

Once the proposal is saved, the Professionals section will automatically be updated to include any individual with the ability to approve that project as a Chair or Dean

Note:

If the list of Chairs or Deans or their proxies needs to be updated, the actual Chair or Dean must request the update through an email sent to ufproposals@ufl.edu.

Note:

Other professionals such as Co-PIs, Key Personnel, etc. can be added using the +/- buttons on each row as long as the proposal has not been submitted into workflow.

Start Approval Process

When the proposal is ready for campus approvals, save it, then click the Start Approval Process button to submit the proposal into approval workflow.

33. Click the **Start Approval Process** button.

Note: Once the proposal has been submitted into the approval workflow, no editions can be made to the Professional section. All other areas of the proposal (i.e., budget information, titles, dates, etc.) remain open and editable until DSR has approved the proposal by changing the status to Institution Approved.

34. Click the **Yes** button.

Note: Do not send the proposal back to make edits that do not require resubmission through workflow (e.g., dates, titles, attachments or budget details). Contact the person who you believe should make the change and discuss outside of myUFL. Once made, you can continue along the approval path. Only changes to the Professional section and the addition of new projects should be sent back using workflow.

Proposal Approval History

The Proposal Approval History page will show the current approval status of each project in the submitted proposal.

35. Click the **Proposal Approval History** link.

Approval Levels:

PI > Chair > Dean > DSR

Any person designated as "eligible" within an approval level will appear in the Component Approval History section until the approval is obtained. Then only those who have approved the project will appear here.

Approval Statuses:

Draft = the condition of the proposal as its being created and after being saved, but prior to being submitted into workflow for approval.

Pending Approval = once the Start Approval Process button has been clicked and the proposal is submitted into workflow, but prior to DSR approving the proposal.

Institution Approved = the status once DSR approves the proposal and sends it to the sponsor.

Awarded = the status once C&G receives the NOA and generates the award in myUFL.

36. Click the **OK** button to return to the UF Express Proposal tab.

Making Changes to a Submitted Proposal

Many changes can be made to submitted proposals still in Pending Approval status.

Approvers should not "send back" or reject proposals to make most updates, but simply contact the relevant individual(s) to have them made.

The only situations that require sending a proposal/project back within myUFL are:

- Outright rejection of proposal/project(s) by Chair or Dean
- Need to change professionals, number of projects or project departments

In that case complete the steps listed below:

- Using the approval page, send the proposal back to the prior level. No notification is sent, so contact all relevant individuals in the submissions/approval chain to let them know.
- Copy the proposal to a new VERSION (not a new proposal) by Navigating to Grants > Proposals > Copy Proposal Version and enter the proposal ID# in the search window. As long as the start and end dates don't change, click the Copy button.
- Make the necessary updates to the new version
- Ask DSR to discontinue the previous version. Workflow cannot be initiated on the new version until the prior version is discontinued.
- Submit the new version into workflow for approval

Budgets Tab

If the budget detail information is known at the time of creating the proposal projects, that information can be entered through the **Budgets** tab. Otherwise, budget information can be added at a later date through the Budget Details page which can be access via Main Menu > Grants > Proposals > Enter Budget Detail.

See the **Entering Budgets Information** instruction guide for more details on entering budget information.

37. Click the **Save** button.

If you need help with...

--Technical issues, contact the UF Help Desk at 392-HELP or 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.

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