

# [ Submit Proposal ]

Use the Submit Proposal process to enter a proposal into workflow for institutional approval. You will use the Submit Proposal page after you have created the proposal and budget with the UF Start Proposal Page and Budget Line Summary.

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- ▶ Log into the system via the myUFL portal, using your GatorLink user ID and password (<http://my.ufl.edu>)
- ▶ Navigate to Grants > Proposals > Submit Proposal
- ▶ Perform a Proposal Search
  - ▶ If you know the proposal ID, click the drop down next to that field and choose "contains"
  - ▶ Type in proposal ID without leading zeros
  - ▶ If you do not know the proposal ID, you can search by other fields such as Employee ID (of the PI) or Department
  - ▶ Click "Search" button
  - ▶ Click the hyperlink for your proposal
- ▶ On the Submit Proposal Page
  - ▶ Confirm that Transmission Code and Mailing Instructions are correct
  - ▶ Change Submit Status to "Submitted"  
Note: After the proposal is submitted into workflow, you can no longer add a Professional or change their roles
  - ▶ Click Save button

## Notes

- ▶ Workflow has 4 levels of approval
  - Level 1 – PI/CoPI
  - Level 2 – Dept Chair
  - Level 3 – Dean
  - Level 4 – DSR
- ▶ Workflow requires all approvals at each level (including CO-PIs from different departments/colleges) before moving to the next level  
Note: Notification e-mails are not sent automatically
- ▶ At each level, the approver has the following options:
  - ▶ Approve – Workflow continued or completed
  - ▶ Recycle – Proposal returned to primary PI's worklist
  - ▶ Deny – Workflow and process ended completely and proposal status is set to withdrawn
- ▶ You will still need to submit the appropriate signature pages and forms to DSR as required by the sponsoring agency and the Division of Sponsored Research. Contact DSR with questions

## If you need help with...

- ▶ Technical questions or issues, contact the UF Help Desk at 392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)
- ▶ Grant proposal policies and procedures, contact the Division of Sponsored Research at 392-9267 or [ufproposals@rgp.ufl.edu](mailto:ufproposals@rgp.ufl.edu)



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