
Viewing the Proposal Project Summary Page

The Proposal Project Summary page displays pre-award project details and displays the following information in one printable, easy-to-read summary for each project in a proposal:

- Project Proposal Link
- Project Information
- Project Budget Information
- Certification Information
- Professional Information

Use this page to answer the following questions about your project:

- Can I see the proposal to which this project belongs?
- Where can I find demographic information for my project?
- How do I know the begin and end dates of my project?
- How do I find out the title of my project?
- Where do I find the department contact for this project?
- Where can I find the dollar amount totals of this project?
- How do I see the FA Rate Type, Base and Rate for this project?
- What certifications are required for this project?
- Where can I see those who are eligible to approve the proposal?

Take class **PST960 PreAward: Grant Proposals 9.1** for a detailed explanation of this process. You are also encouraged to view the Proposal Summary Page simulation for more global information on proposals.

Navigation

1. Click the **Main Menu** button.
2. Click the **Grants** menu.
3. Click the **Grants Summary Pages** menu.
4. Click the **Proposal Project Summary Page** menu.
5. If you have the actual Project ID, you may enter it in the Project field. Otherwise, enter the desired Proposal ID into the **Proposal ID** field.
6. Click the **Search** button.
7. Select the desired project from the search results list.

Can I see the proposal to which this project belongs?

8. Clicking the **Proposal** link at the top of the page will take you to the Proposal Summary page which displays information associated with the entire proposal. You are encouraged to view the Proposal Summary Page simulation to learn more.

Where can I find demographic information for my project?

Demographic information for a project is shown in the Proposal Project Information section of the UF Proposal Project Summary page.

How do I find begin and end dates of my project?

These dates are found within the Proposal Project Information section and reflect the predicted length of the project in its entirety.

How do I find out the title of my project?

The title of the Project appears in the Proposal Project Information section along with the Primary Project indicator.

Where do I find the department contact for this project?

The name, e-mail address and phone number of the department contact is found on the last line of the Proposal Project Information section. This person will receive automatically generated e-mails indicating the occurrence of financial transactions, such as budget releases and transfers.

Where can I find the dollar amount totals of this project?

This information is found in the Proposal Project Budget Information section. These figures show the total amounts of Direct, Indirect and Total Sponsor Budget costs for this individual project.

How do I see the FA Rate Type, Base and Rate for this project?

This information is found in the Proposal Project Budget Information section. As of today, the negotiated FA Rate for MTDC is 46.50%

What certifications are required for this project?

All certification information is found in the Certification Information section.

Where can I see those involved with the research or support of the project?

Professionals that are not part of the approval workflow but are included as part of the research or support team are listed in this section.

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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