

## College Proposal Policy

### DCP Policy

To facilitate policy compliance, faculty members, who are submitting the proposal must start the [UFIRST – Proposal SmartForm](#).

For assistance you **must** notify your Grant Administrator and provide them with the UFIRST proposal number, **two weeks in advance (or three weeks in advance if your proposal contains Cost Sharing and/or Subawards) of the DCP deadline** (which is **four (4) business days** prior to the sponsor’s deadline, Monday-Friday, excluding weekends/holidays).

**DCP Deadline Policy** - All proposals must be submit-ready, the documents **must** be finalized and uploaded into UFIRST and routed for approval for school/department review and college review and approval at least **four (4) business days** prior to the sponsor’s deadline (Monday-Friday, excluding weekends/holidays), If you are working closely with your grant administrator or **eight (8) business days** if you are working independently, for college level review and approval to meet DSP’s deadline. Deadlines also apply to funding renewals and pre-proposals requiring signoff.

EXAMPLE:

Sponsor Deadline	For Grant Admin Assistant: Create UFIRST Proposal SmartForm and Notify Unit Grant Administrator – <b>Contains Subaward and/or Cost sharing</b>	For Grant Admin Assistant: Create UFIRST Proposal SmartForm and Notify Unit Grant Administrator	Submit-Ready Proposal Submit in UFIRST for Department and College Level Approval	College Approval Due to DSP <b>Before 9am</b>
5/16/2023	<b>4/25/2023</b>	<b>5/2/2023</b>	5/10/2023	5/15/2023
	Only if you want Grant Admin Assistance – Otherwise skip this step and move to the next.			

**\*\*See Calculator [HERE](#) for your specific deadlines\*\***

Unit Grant Administrators will serve as the first point of contact for all pre and post award needs. The Dean’s Office Research Administrators are available to assist each unit’s Grant Administrator. A list of Unit Grant Administrators is provided below:

UNIT	UNIT GRANT ADMINISTRATORS
Historic Preservation	Clarissa Carr
FIBER	Olivia Facundo
Architecture	Caroline Welch, TBD
Interior Design	Michelle Matckie
URP & SLAP	Deborah Rhoden
GeoPlan	Nelda Schneider
Construction Management	Keenya Solomon
Shimberg Center	Evelyn Cairns

Dean's Office	Contact
Research Manager	Keila Silva
Direct of Administrative Services	Susan Lukowe
Dean of Research	Margaret Portillo
Dean	Chinemelu Anumba

It is essential that the faculty submitter allow ample time to discuss all cost share commitments with their chair or director before advancing the proposal. A copy of the cost share approval will need to be attached to UFIRST under internal documents. Note that the unit head may not be able to support all requests for cost sharing.

Adherence to these internal deadlines will help facilitate the accurate and timely submission of proposals in compliance with the policies and procedures set by the University and DSP.

Proposals submitted after the internal deadline will require a [petition letter](#) requesting exception to the policy and be reviewed by the department Director/Chair and Associate Dean for consideration of approval with **NO REVIEW**. Absent of extenuating circumstances, any proposal submitted after the internal deadline will not be reviewed by the department and college for review and approval.

### **University and Office of Research Policies**

The University of Florida requires approvals for ALL proposals, supplemental funding, progress reports with detailed budgets or other sponsored projected in UFIRST, the University's proposal and award management system, prior to submission to Sponsor.

Division of Sponsored Programs (DSP) Deadline Policy - the Office of Research requires that all submit-ready proposals **must** be sent to DSP by 9 a.m. **one (1) business day** prior to the Sponsor's published submission deadline.

Per DSP, this policy will be strictly enforced and in the absence of extenuating circumstances, ***any proposal submitted after this internal deadline will not be submitted by the university to the sponsor.***

## Best Practices

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*Please remember to practice the following when submitting proposals.*

**Need help with submission & UFIRST? Contact your Unit Grant Administrator! They are your FIRST POINT of CONTACT.**

**BEST PRACTICE:** Start the [Proposal SmartForm](#) in UFIRST and send the proposal number to your unit Grant Administrator **2 weeks** in advance (**3 weeks** in advance if the proposal has subcontracts, collaborators, and/or cost sharing) of the DCP Deadline (which is **four (4) business days** prior to the sponsor's deadline, Monday-Friday, excluding weekends/holidays).

**Are you submitting a proposal independently and don't need help?**

**BEST PRACTICE:** Proposals **must** be finalized and uploaded into UFIRST and routed for approval for school/department review and college review and approval at least **eight (8) business days** prior to the sponsor's deadline (Monday-Friday, excluding weekends/holidays) for college level review and approval to meet DSP's deadline. Deadlines also apply to funding renewals and pre-proposals requiring signoff.

**You have questions regarding PROPOSAL SUBMISSION DETAILS, COST SHARE, INDIRECT COST ETC.**

**BEST PRACTICE:** Contact your UNIT GRANT ADMINISTRATOR, who is also your FIRST POINT of CONTACT (See below).

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**The proposal is final and ready to be submitted to Sponsor and you need to route for DCP Review and Approval?**

**BEST PRACTICE:** *Submit Proposal before the DCP Deadline and send an email to your unit's Director/Chair, Research Manager and the Research Dean with the information in the email template below for review and approval. If a proposal will be submitted after the internal deadline. Please inform the Research Manager and Associate Dean **ASAP** and complete the Exception to the Policy letter.*

### **Email Template:**

**Subject: Proposal Ready for Review and Approval** *(Add Proposal ID and DSP Deadline – which is 1 business day before Sponsor Deadline)*

Good Day,

The following proposal is ready for review and approval.

*Only add the following if applicable:* Please note that this proposal is **due to DSP by 9am tomorrow**. Please see the Exception to the Policy letter attached.

Proposal ID: *(add proposal's hyperlink to the proposal number)*

PI:

Title:

Sponsor:

Deadline:

Project Dates:

Project Total:

IDC:

Cost Sharing:

Special Notes: *(use this section to provide additional information you think we need to approve this proposal).*

Thank You,