

- COLLECTS DATA
-

- FACILITATES REVIEW BY UNIT AND DSP
-

- ASSISTS IN TRACKING OF CHANGES AND COMMUNICATION
-

- ENABLES PROPOSAL SUBMISSIONS
-

- HOLDS OFFICIAL AND INTERNAL DOCUMENTATION
-

UFIRST

[UFIRST](#) serves as the proposal, agreement, award, and subaward management system for the University of Florida.

RE M I N D E R

Take RSH279:
UFIRST
Introduction

Proposals

Required components of all proposals:

- Scope of Work (SOW)
- Budget
- Budget Justification
- Sponsored Required Forms (If applicable)
- Consortium Agreement (if applicable)

TIPS

Sponsored-required forms should be included under “submission Documents” - Other documents should be included under “Internal Documents”

**PROPOSAL SUBMISSION IS
A TEAM EFFORT!**

- PI
 - Department/College Staff
 - Sponsored Programs Office
-

RE M I N D E R

Take RSH202:
Solicitation
Review



DCP UNIT RESEARCH ADMINS

PROPOSAL SUBMISSION IS A TEAM EFFORT!

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

<u>Dean's Office</u>	<u>Contact</u>
Research Admin Manager	Keila Silva
Director of Admin Services	Susan Lukowe
Dean of Research	Margaret Portillo
Dean	Chinemelu Anumba



All About Deadlines



PUBLISHED/HARD DEADLINE

A specific deadline for proposal submission set by the sponsor or pass-through entity (if UF is a subawardee). Beyond this date/time, the proposal will not be accepted for review. DSP expects to see documentation of this deadline in UFIRST.



TARGET DEADLINE

A requested date for submission that does not impact whether the proposal will be accepted for review. Can be used with a rolling submission window, or when the unit would like to submit a proposal early in advance of a hard deadline if possible.

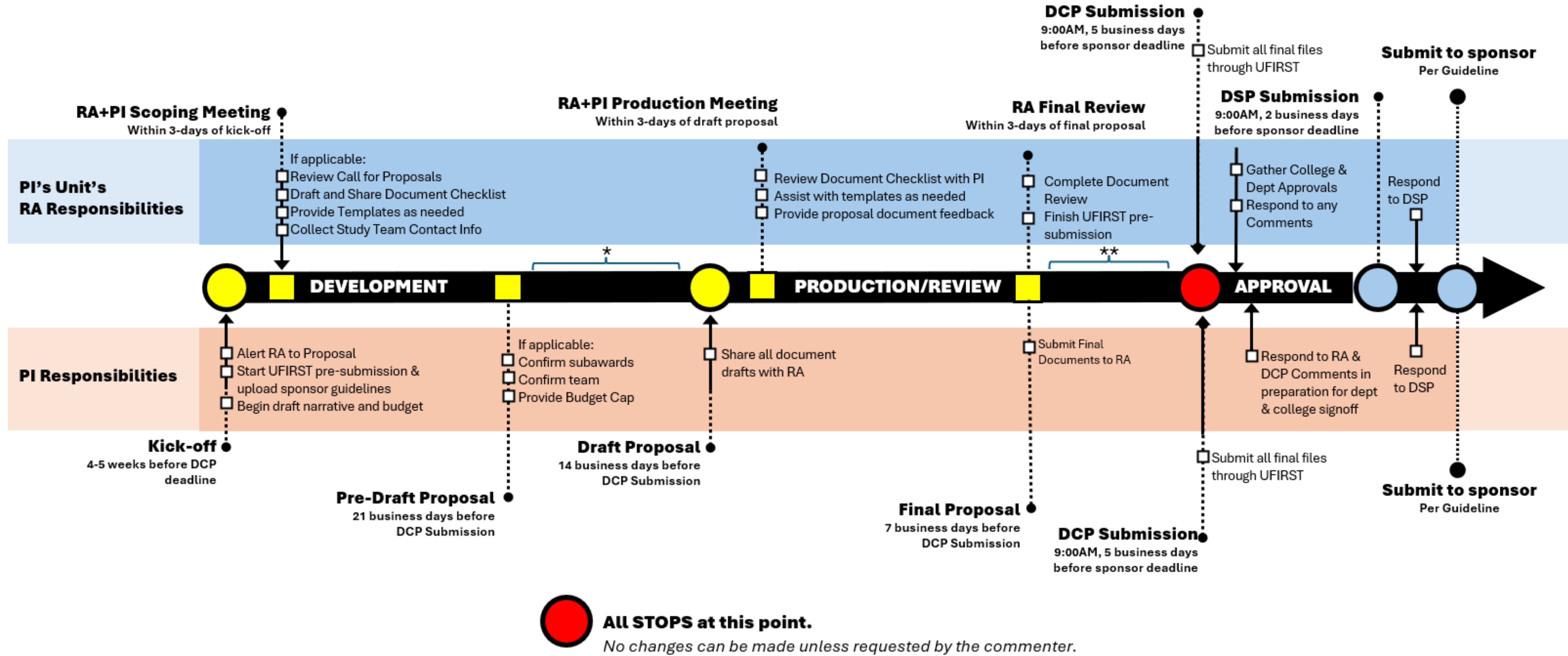


DCP DEADLINE POLICY

Proposals with hard deadlines must be submit-ready submitted in UFIRST by 9 a.m. 5 business days prior to the published deadline date.

UF DCP Grant Proposal Submission Diagram

Approved: 03/18/2024



* Prior to Draft Proposal, PI is required to document, whether or not their Chair/Director will allow any required cost sharing in the proposal budget, when applicable.

** PI may continue work on the grant aims, objectives, and narrative, but no changes to the budget and other required documents can be made during this time period.

1. DCP Submission Deadline:

- The DCP Submission Deadline is 5 business days before the Sponsor's deadline.
- All listed deadlines are in reference to this DCP Submission Deadline, not the Sponsor's deadline.

2. Sharing Sponsor's Guidelines:

- Share Sponsor's guidelines with your unit's Research Grant Administrator at least 30 business days before the DCP Submission deadline.
- Complete the UFIRST proposal smartform and provide the proposal number to your assigned RA.
- RA reviews guidelines within 3 business days, creates a checklist, and sets up an initial planning meeting to discuss the timeline.

3. Subaward Study Contact and Budget Information:

- Provide subaward study contact information and budget cap to your Research Grant Administrator at least 21 business days before the DCP Submission Deadline.
- RA contacts subaward within 3 business days, provides checklist and deadlines. Documents should be received prior to when the final documents are due to your RA.

4. Draft Proposal Submission:

- Submit the draft proposal to your Research Administrator at least 14 business days prior to the DCP submission deadline.
- Share draft documents via Teams or a shared drive vs. attaching them to UFIRST.
- RA reviews draft documents within 3 business days, assists with forms, and provides feedback.
- At any time prior to Draft proposal due date, RA can assist with entering a draft budget into UFIRST if needed.
- If cost sharing is required, PI must obtain approval from department chair/director and provide documentation at least 14 business days prior to DCP submission deadline.

5. Final Documentation Submission:

- Submit final budget and all documents to your RA at least 7 business days prior to the DCP Submission Deadline.
- RA reviews all final documentation within 3 business days and provides feedback for any final adjustments.
- RA and PI work together to finalize the proposal for submission by the DCP Submission Deadline.
- PI can continue to work on project aims, objectives, and narrative, but no changes to budget and other documents can be made during this time. Narrative must be finalized and completed to meet the DCP Submission Deadline.

College of DCP Countdown to Proposal Submission

Enter Sponsor
Deadline

05/25/24

Principal Investigator Deadlines

		Deadline Date	Time
1	Utilizing Your Unit's Grant Administrator's Assistance? If Yes, Proceed to #2. If No, Skip to #4.		
2	Share Sponsor's Guidelines with your Research Grant Administrator to initiate process <i>Complete UFIRST Smartform and share proposal number : At least 30 Days (Business) prior to DCP Deadline</i>	04/08/24	9AM
	If applicable, share the budget cap, Subaward's study team contact with your Research Grant Admin <i>At least 21 Days (Business) prior to DCP Deadline</i>	04/19/24	9AM
3	Draft Proposal Due to your Research Grant Admin (All documents): <i>14 Days (Business) prior to DCP Deadline</i>	04/30/24	9AM
	Final Documents due to your Research Grant Administrator: <i>7 Days (Business) prior to DCP Deadline</i>	05/09/24	9AM
4	Submit-Ready Proposal: Full and Final Proposal Document Uploaded and Submitted in UFIRST for Department and College Approval <i>5 Days (Business) prior to Sponsor's Deadline</i>	05/20/24	9AM

Research Administrator Deadlines

	Assisting Principal Investigators with proposal submission	Deadline Date	Time
1			
2	Setup Initial Planning Meeting <i>Review UFIRST smartform, sponsor guidelines, draft and share document checklist, provide templates as needed & collect team Info (if applicable) Within 3 days (Business) of kick-off</i>	04/11/24	9AM
	If applicable, contact Subaward team: <i>Provide subaward a checklist of items needed from them along with budget cap and date needed, which should be prior to PI final documents due date. Within 3 days (Business) of receiving</i>	04/24/24	9AM
3	Response to Draft Proposal: <i>Assist with UFIRST budget as needed & provide templates as needed. Within 3 days (Business) of receiving</i>	05/03/24	9AM
	Response to Final Documents: <i>Final RA review, assist with sponsor forms (if needed), finalizing documents and attaching final document versions to UFIRST Within 3-business of receiving</i>	05/14/24	9AM
4	Submit-Ready Proposal: Full and Final Proposal Document Uploaded and Submitted in UFIRST for Department and College Approval <i>5 Days (Business) prior to Sponsor's Deadline</i>	05/20/24	9AM

NOTES:

- If your sponsor's deadline falls on a Weekend and/or University Holiday, please enter the prior business day as your sponsor's deadline.
PI: If there are any unforeseen circumstances or campus closures, please make sure you contact your unit's Grant Admin for submission instructions.
RA: If there are any unforeseen circumstances, please make sure to communicate with your PI.*
- This Calculator does not include University holidays or closings. Be prepared by allowing for expected and unanticipated delays.*

Proposals

In order to submit a proposal successfully, it must be submit-ready:

The record should include a SOW, budget, budget justification, and all sponsor-required documents

All proposal documents should be final and comply with sponsor guidelines

The UFIRST proposal record must be complete and submitted 5 business days prior to Sponsor's deadline

The record must be fully approved and received in Core Office Review by the DSP deadline



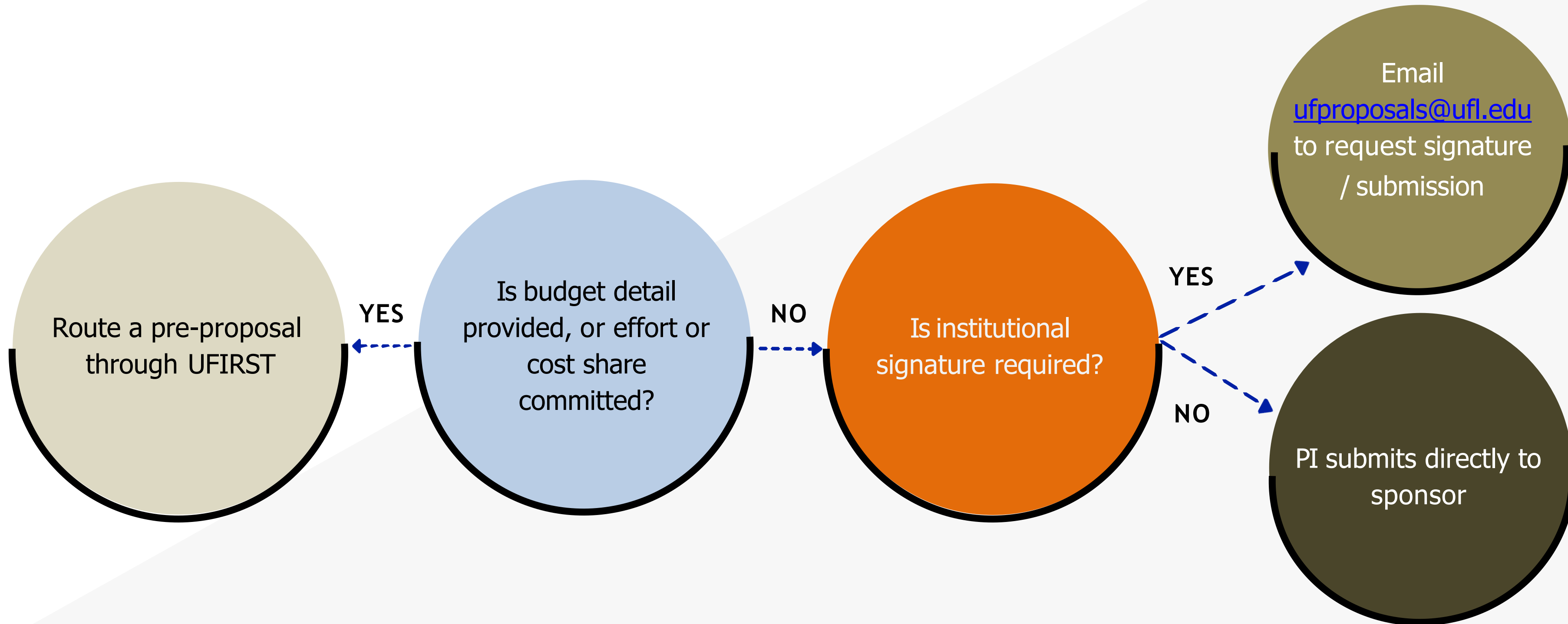
UF Research |

Pre-Proposals

Pre-proposals, letters of intent, and white papers are initial submissions that contain limited information. They are used by sponsors to pre-review content and invite a selected group to submit full proposals.

Pre-Proposal Submission

For Pre-Proposals Only



New Proposal

New Agreement

Deliverables Due in
Next 30 Days

0

Deliverables Past
Due

0

Follow-up
Reminders

0

Recent Proposals

Recent Pinned

No pinned item to display.

Do List

Watch List

Proposals

Show 5 entries

Search:

Proposal - Do List

ID	PI	Deadline	State	PI Certified?	Sponsor	Name/Title	Submitting Dept	Dept ID	Primary Unit Contact	Date Modified	DSP Owner	DSP Received
----	----	----------	-------	---------------	---------	------------	-----------------	---------	----------------------	---------------	-----------	--------------

No data available in table

Showing 0 to 0 of 0 entries

Previous

Next

T I P S

Use the sandbox
[UFIRST site, QAT](#), to
build test proposals

Proposal Routing

Primary PI Certification



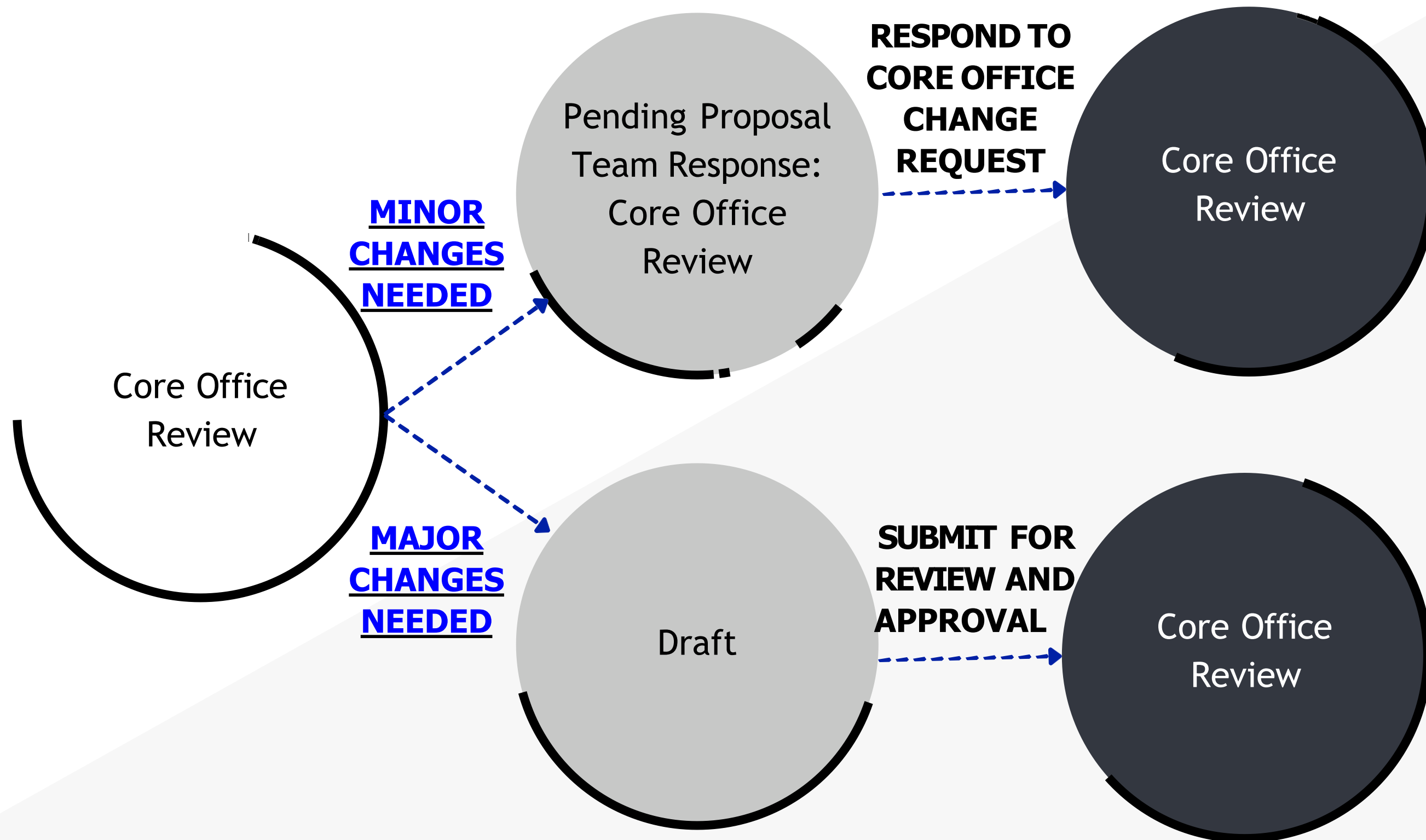
Email notifications to ALL departments with Key Personnel on the proposal showing effort commitment and salary requested.

TIPS

PI certification and SFI (if required) should be completed before the proposal is routed for review.

Proposal

Core Office Review



TIPS

The unit cannot edit the smartforms once submitted. New documents can still be attached if needed.



Create your UFIRST proposal early so you can address all items and route a complete package for review in plenty of time for the deadline.



Make sure all documents that will be submitted to the sponsor are attached in Submission Documents when the proposal is routed for review. Ensure all content and formatting requirements have been followed.



If documents require DSP signature, attach a draft and include a note indicating signature is needed. Check the Frequently Used Facts page on DSP's website for much of the information used on sponsors' forms.



Add all documents that are not going to be submitted but are needed for review in Internal Documents (IDC support documents, sponsor policies, relevant emails, unit-required documents, etc.).



If submitted through a portal, make sure DSP has access if DSP is responsible for submitting. If unsure about portal requirements, engage Research Administrator early.



If submission requires review of a draft agreement, subcontracting plan, or other complex review, be sure to engage early and route the proposal as soon as possible.



Information in the proposal smartforms and documents directly impacts the award.



DSP is the only office that can provide official signature on sponsored programs documents.

Questions?