Faculty Introduction to Proposal Processing

**New Faculty Requirements**

* If transferring from another institution complete “Compliance form for an Investigator Transferring to UF” found at <https://research.ufl.edu/forms/transferringpi.html> .
* Training required for award release RSH500 Faculty Stewardship. Please check with unit HR contact for additional training requirements.

**Faculty Considering Submitting a Proposal**

* Start early by notifying department Research Administrator (RA) of possible submission.
  + Send the sponsor guidelines (e.g. RFP’s, solicitations, sponsor policies, link to where guidelines can be found).
  + Research Administrator will respond with internal due dates, list of items required for the proposal and internal budget template with specific IDC rates.
* Per university policy, all proposals containing a detailed budget or require authorized signatures must have ALL internal approvals (Department Chair/Director, IFAS Deans Office & DSP)
* All proposals are processed through your departmental RA. Faculty should not submit directly to the Dean’s office or DSP.

**Internal Deadlines**

In order to meet the DSP deadline, IFAS has a deadline in place of 5 working days, by 9 am, prior to the agency deadline. This deadline is firm, if missed the proposal will not be reviewed or submitted. In order to meet the DSP and IFAS proposal deadlines, many units have instituted internal deadlines.

Submit the following items, as completed or within internal deadlines, to the departmental RA:

* Send the Guidelines (or link to where guidelines can be found), if not previously supplied
* Provide UFIRST Smartform information/Completed Proposal Review Form(if applicable)
* Internal Budget Template
* Budget Justification
* Subcontract Information (if applicable)
  + Letter of intent signed by authorized representative
  + Subcontract budget
  + Subcontract Budget Justification
  + Subcontract Scope of Work
  + Subaward Set-up Form
  + Key Person Documents required by the sponsor, per the guidelines/application. May include biographical sketches, current and pending support, conflict of interests, equipment, facilities, and other resources, etc.
  + Scope of Work/Abstract
  + Full science portion (project narrative) of application.
  + All Other documents required by the sponsor, per the guidelines/application.

**Research Administrator (RA) Initiates Proposal in UFIRST, obtains UF approvals**

* PI Certifies proposal in UFIRST (through automated email), **only after *verifying summary and* budget** in UFIRST is accurate.
* RA assists with sponsor specific application forms.
* IFAS Proposal team reviews/approves proposal. Once approved the proposal will move to DSP for review and approval.

**DSP will submit proposal to sponsor** per guidelines and UFIRST instructions.

In an effort to provide transparency, UFIRST copies faculty on most emails. The activities a faculty member are responsible for are listed below:

**UFIRST Activities Completed by Faculty**

* Proposal Stage
  + PI Certifies proposal in UFIRST
  + NSF Proposals Only - completion of the Financial Conflict of interest (FCOI)
* Agreements Stage
  + PI Concurrence
  + Reply to any additional questions from DSP
* Awards Stage
  + Principle Investigator completes Award Compliance Form
  + Each Investigator completes Financial Conflict of Interest (SFI)

**UFIRST Activities Completed by Research Administrator (RA)**

* Proposal Stage
  + Entry of Proposal
  + Submit for Review/Submission
  + RA will work with faculty to respond to any required corrections
* Agreements Stage
  + Review dates and total amounts

**Please Note:** UF Contracts Office will work with sponsor on contact negotiation

* Awards Stage
  + Complete Smart Form
  + Subcontract Smart Forms

**Helpful Links**

* [UF Division of Sponsored Programs](https://research.ufl.edu/dsp.html)
* [UF IFAS Dean for Research](https://research.ifas.ufl.edu/)