New Faculty Requirements

- Complete "Compliance form for an Investigator Transferring to UF" found at https://research.ufl.edu/forms/transferringpi.html .
- Training Classes needed for grants RSH500. Classes taken online through PeopleSoft.

Faculty Considering Submitting a Proposal

- Contact shared grants team at CentralGrants@IFAS.ufl.edu to notify of possible submission.
  - Send the guidelines/application (or link to where guidelines can be found).
  - Grants team 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 requiring authorized signatures must be reviewed and approved by DSP, prior to submission to agency.
- All proposals are processed through the grants team. Faculty should not submit directly to the Dean's office or DSP.

Faculty Makes Decision to Apply for Proposal

Internal Deadlines

IFAS and DSP have firm deadlines in place of 5 working days, by 9 am, prior to agency deadline. This deadline is firm, if missed the proposal will not be review or submitted. In order to meet this deadline internal deadlines are set by the grants team.

- Submit the following items to centralgrants@ifas.ufl.edu at *least 10 working days prior to due date.* All internal forms can be found on CentralGrants Page under proposal development support.
  - Send the Guidelines/application (or link to where guidelines can be found), if not previously supplied.
  - Completed Proposal Review Form (found on Central Grants website).
  - Internal Budget Template (found on Central Grants website)
    - Only fill in orange highlighted areas, the rest of form will automatically calculate.
  - 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 (found on Central Grants website under proposal development)
  - 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 resources, etc.
- Submit the following items to centralgrants@ifas.ufl.edu as they are completed or at *least 7 working days prior to due date.* These items are required for UF final approvals and submission.
  - Full and final science portion (project narrative) of application.
  - Final Abstract

o   All Other documents required by the sponsor, per the guidelines/application.

Grants Team Initiates Proposal in UFirst, obtains UF approvals
- PI Certifies proposal in UFirst (through automated email), only after *final* budget is reflected.
- Grants team produces specific application budget forms.
- After Dean approval, grants team will submit final documents to DSP for approval.

DSP will submit proposal to sponsor per guideline instructions, or release back to PI for submission, upon PI request at beginning of process.

In an effort to provide transparency UFirst copies faculty on most emails. The only activities a faculty member will need to take care of are listed below.

UFirst Activities Completed by Faculty
- Proposal Stage
  - o   PI Certifies proposal in UFirst (through automated email), only after *final* budget is reflected.
- Agreements Stage
  - o   PI Concurrence
  - o   Reply to any additional questions from DSP
- Awards Stage
  - o   Principle Investigator completes Award Compliance Form
  - o   Each Investigator completes Financial Conflict of Interest (FCOI) form

UFirst Activities Completed by Grants Team
- Proposal Stage
  - o   Entry of Proposal
  - o   Respond to any DSP corrections required, if needed centralgrants will reach out to faculty for help
- Agreements Stage
  - o   Review dates and total amounts
- Awards Stage
  - o   Complete Smart Form
  - o   Subcontract Smart Forms

Helpful Links
- Central Grants Website https://crec.ifas.ufl.edu/resources/employee-resources/central-grants/
- UF Division of Sponsored Programs
- UF IFAS Dean for Research