

CREATING A GRANT/LAB WEBSITE

Many grants involve the creation of individual websites to fulfill the grant's requirements. To help you complete this task, please follow the procedures below to create and finalize your website in a timely manner.

PROCEDURES

1. Choose which template you would like to use. Visit <http://blogs.ifas.ufl.edu/ifascomm/t4-tutorials/> to see samples.
 1. White template
 2. Light Blue template
 3. Dark Blue template
2. Compile all information in a word document.
 - A. All photos, graphics, etc. must have keywords.
 - B. If you have drop down menus or lists, it should be clearly noted what will be listed in the drop down menu/list and what information would be on the respective page(s).
 - C. In the document, please document where you would like text and images placed on the webpage.
3. Contact Andrew Persaud to schedule a meeting to discuss your website.
4. Determine who will be maintaining your website once the site is built. This is to be someone from your lab or program. This person will be able to update text and images, not template changes. At your meeting with Andrew, please inform him of who will be maintain your website.
5. Once you have determined who will be maintaining your website, they must complete the End User (Non-technical / UF_ITT321_CUR) T4 training to become a contributor. <https://webservices.it.ufl.edu/terminalfour/getting-started> . Once the individual completes the training, they will be contacted from Gainesville once they are approved.
7. Andrew will contact you to schedule a meeting between you and the individual who will be maintaining the site to finalize the site and review how to maintain the website.

Please allow up to three weeks for the site to be completed. During those three weeks, please respond to any of Andrew's request in a timely manner. Your website creation will be delayed if Andrew's questions are not answered in a timely manner.

CONTACT

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