

## Running UFIRST Reports

UFIRST reports are available via Enterprise Reporting. To run these reports, you must have the **UF\_FI\_UNIVERSAL\_INQUIRY** role.

To run a UFIRST report, perform the following steps:

1. Log into myUFL using your Gatorlink ID and password.
2. Navigate to **Main Menu > Enterprise Reporting > Access Reporting > Sponsored Research Information > UFIRST**.

**Tip: UFIRST Reports are available in two formats: PDF or Excel export.**

3. Select a report definition. The following reports are available:
  - All Activity by Personnel – provides a listing of all proposal activity by a specified individual or individuals.
  - All Proposals Role Activity by Home Department – provides a report of all proposal activity by a specified Department.
  - Submitted Proposals Activity Report – provides a listing of each proposal by submitting department or by PI.
4. On the report options page, select the required and/or optional prompts for the data you want to view.
5. Click the **Finish** button. The report displays in the selected format.

## Building Custom UFIRST Reports

Raw UFIRST data is available in the **UFIRST Data** folder. You can export the data to Excel and build reports tailored to your specific needs. (For best results, view in Excel 2007 format and Save As a new file on your personal computer).

Raw UFIRST data is also available via Query Studio. You can build queries and reports as needed. To access Query Studio, you must have the **UF\_ER\_Query\_Studio** security role.

A Data Dictionary is available for assistance in understanding the data elements included in the raw data. <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/grants/>

Additional background information is available:

- Guides for Enterprise Reporting Basics – <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/enterprise-reporting-basics/>
- General information about Enterprise Reporting – <http://www.it.ufl.edu/myufl/reporting/>

If you have issues accessing the reports, please contact the UF Computing Help Desk (392-HELP). For questions about UFIRST data or to provide UFIRST reporting suggestions, please contact [Lisa Stroud](#) in the UF Office of Research.