

UFIRST | University of Florida Integrated Research Support Tool

DATE: Feb. 2, 2015

UF ADMINISTRATIVE MEMO

FROM: David Norton, Vice President for Research

SUBJECT: University of Florida Integrated Research Support Tool (UFIRST): Phase One Implementation

In March, UF will launch the first phase of UFIRST—the University of Florida Integrated Research Support Tool—with the implementation of a new proposal routing system. Beginning March 20, all proposals for sponsored funding will be required to be routed through UFIRST.

Designed to significantly improve the way the Office of Research administers research, from proposals through awards, UFIRST will streamline workflow processes and improve transparency, tracking and reporting. Subsequent phases of UFIRST’s implementation will occur in the fall of 2015, when UFIRST submission to grants.gov will replace the use of Cayuse, and the spring of 2016, when a new awards system will be introduced.

Research administrators who support proposal development, submission and management on behalf of their departments will need to complete a new training course, RSH280: UFIRST Proposals & Agreements. Classroom training sessions will begin February 17, and online courses will be available later this spring.

Departments that currently use PeopleSoft (myUFL Proposal Express) and that anticipate submitting proposals between Friday, March 13, and Friday, March 20, should have all electronic routing completed by March 12. Any proposals initiated between March 13 and March 20 must use DSP-1. All proposals routed after March 20 will be required to use UFIRST.

Supplemental online support designed for chairs and principal investigators will be available in early March.

For more information about UFIRST—including frequently asked questions, training information and a project timeline—please visit:
<http://research.ufl.edu/faculty-and-staff/initiatives/ufirst.html>.

If you have questions or concerns, please email ufirst@research.ufl.edu.

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