UF Funding Proposal Workflow
Diagram
8/27/2014
*If any cost share is OUTSIDE the primary submitting department, approvals by the designated unit cost share approver MUST occur before the proposal is routed through the submitting department chair & dean for approval.

During Department/Dean review & DSP Review, those approvers can “SEND BACK FOR CHANGES”.

Post-submission, there is a Request post submission updates function for revised budgets & JIT requests and responses.
User Roles

<table>
<thead>
<tr>
<th>Role Short Name</th>
<th>Role Long Name</th>
<th>Role Description</th>
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</thead>
<tbody>
<tr>
<td>SS</td>
<td>Study Staff</td>
<td>Study Staff will be assigned to all users</td>
</tr>
<tr>
<td>APR</td>
<td>Grants Approver</td>
<td>Department/Unit approvers set when proposal is submitted</td>
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<tr>
<td>AHR</td>
<td>Ad Hoc Reviewer</td>
<td>Ad Hoc Reviewers are not role based, rather they will be individually specified via an activity</td>
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<tr>
<td>ADM</td>
<td>Grants Administrator</td>
<td>Admins assigned to specific organizations</td>
</tr>
<tr>
<td>DSP</td>
<td>DSP Staff</td>
<td>Centralized Department of Sponsored Programs office staff</td>
</tr>
<tr>
<td>GV</td>
<td>Global View</td>
<td>User that will have read access to all project (proposal, budgets, awards) in Click Grants</td>
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<tr>
<td>DAA</td>
<td>Department Access Administrator</td>
<td>User responsible for maintaining the approver and administrator assignments for the organizations</td>
</tr>
<tr>
<td>DN</td>
<td>Document Negotiator</td>
<td>User responsible for managing the document review process</td>
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**Legends**

- **Workflows**
  - Initial Action
  - State
  - Activity
  - Default Path
  - Optional Path
  - Sub-process
  - Branch
  - Editable State
  - End State
  - Additional Information

- **User Roles**
  - **Study Staff**
    - Study Staff will be assigned to all users
  - **Grants Approver**
    - Department/Unit approvers set when proposal is submitted
  - **Ad Hoc Reviewer**
    - Ad Hoc Reviewers are not role based, rather they will be individually specified via an activity
  - **Grants Administrator**
    - Admins assigned to specific organizations
  - **DSP Staff**
    - Centralized Department of Sponsored Programs office staff
  - **Global View**
    - User that will have read access to all project (proposal, budgets, awards) in Click Grants
  - **Department Access Administrator**
    - User responsible for maintaining the approver and administrator assignments for the organizations
  - **Document Negotiator**
    - User responsible for managing the document review process

- **Background, System triggered by code**
- **Notification Email**
Study Staff create new proposal via the project creator.

New Proposal

Draft

SS, ADM, and DSP should have Edit access in this state

Activity available when pg 1.0 Q 9.0 equals “Click SF424”

1.0 Submit for Review and Approval

0.0 PI Certify

2.0 Terminate Proposal

3.0 Create Additional Budget

14.0 Create-Update SF424

9.0 Bypass Approvals

11.0 Ready For Submission To Sponsor

SmartFrom Validation: If Sponsor requires COI, ensure SF has COI docs for key persons

需向活动1的审者发送通知，由活动1的审者转交给部门审核。

Cost Share Review

Terminated

DSP Staff Review

To be used for conversion purposes

Department Review

NOTF_003
NOTF_002
NOTF_003
NOTF_007
UF Cost share outside of submitting department.

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NOTF_007
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In addition to the Department Review Approval Steps maintained on Organization for each UF unit, a custom property “Cost Share Approvers” needs to be maintained. When a proposal has cost share attributed to a unit(s) outside of the submitting department, the “Cost Share Approvers” for that unit will be responsible for reviewing and approving the cost share before routing through departmental approval.

Proposal will remain in Cost Share review until all approvals are received.
The Department Review process has the capability of "looping" up to 4 times. Dept Approvers are setup in "Levels" in the organization. If 2 Levels of approvers are assigned, the department review state will be revisited 2 times.

PI Certification required before last approval, add warning in workspace if PI Certification outstanding

Attach Submission Document: Visible if non Click SF424 submissions
SF424 Submission Documents will be attached to the SF424 Application directly

To be used for conversion purposes

Hide all Review Note functionality

Once Click SF424 is generated, the question in the SmartForm should be read only (hide show/disable question or duplicate view may be required)
Pending Sponsor Review

31.0 Withdrawn or Funding Denied
DSP

32.0 Award Received
DSP

33.0 Award Anticipated
DSP

NOTF_023
34.0 Notify DSP of Post Submission Update
SS

35.0 Post Submission Request
DSP

Pending Sponsor Review: Award Anticipated

Withdraw

Not Funded

Award Received

Pending Post Submission Response

SS, ADM, and DSP should have Edit access in this state

36.0 Submit Post Submission Response
DSP

3.0 Create Additional Budget
SS

Award Anticipated?

YES

Withdraw

Not Funded

Award Received

NO

Received Post Submission Response

35.0 Post Submission Request
DSP

37.0 Complete Post Submission Request
DSP

Pending Sponsor Review: Award Anticipated

Withdraw

Not Funded

Award Received

NOTF_022
31.0 Withdrawn or Funding Denied
DSP

32.0 Award Received
DSP

NOTF_024
33.0 Award Anticipated
DSP

34.0 Notify DSP of Post Submission Update
SS

35.0 Post Submission Request
DSP

Award Anticipated?
Available in All States

- 19.0  Send Email
- 20.0  Add Internal Documents
- 21.0  Add Comment
- 22.0  Manage Guest List
- 23.0  Copy Proposal
- 24.0  Assign Ownership
- 25.0  Take Ownership
- 17.0  Request Ad Hoc Review
- 28.0  Ad Hoc Review Response
- 30.0  Remove Ad Hoc Review
- 29.0  Add Reporting Data

Available in All State Prior To Pending Sponsor Review

- 26.0  Terminate Proposal Administratively

DSP will use this to record the agency number, backfill proposals, delinquent approvals, etc.

Terminated