UF Funding Proposal Workflow Diagram
8/27/2014

Primary PI Certification

Proposal → Cost Share Approval* → Submitting Dept Chair → Submitting Unit Dean → DSP Submits

Email notifications to ALL departments with Key Personnel on the proposal showing effort commitment & salary requested
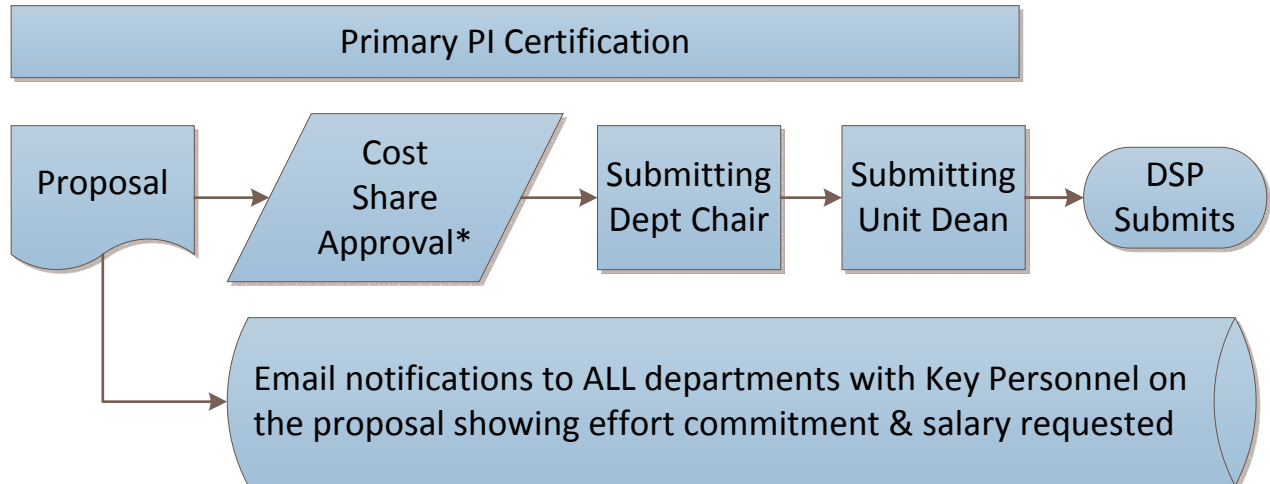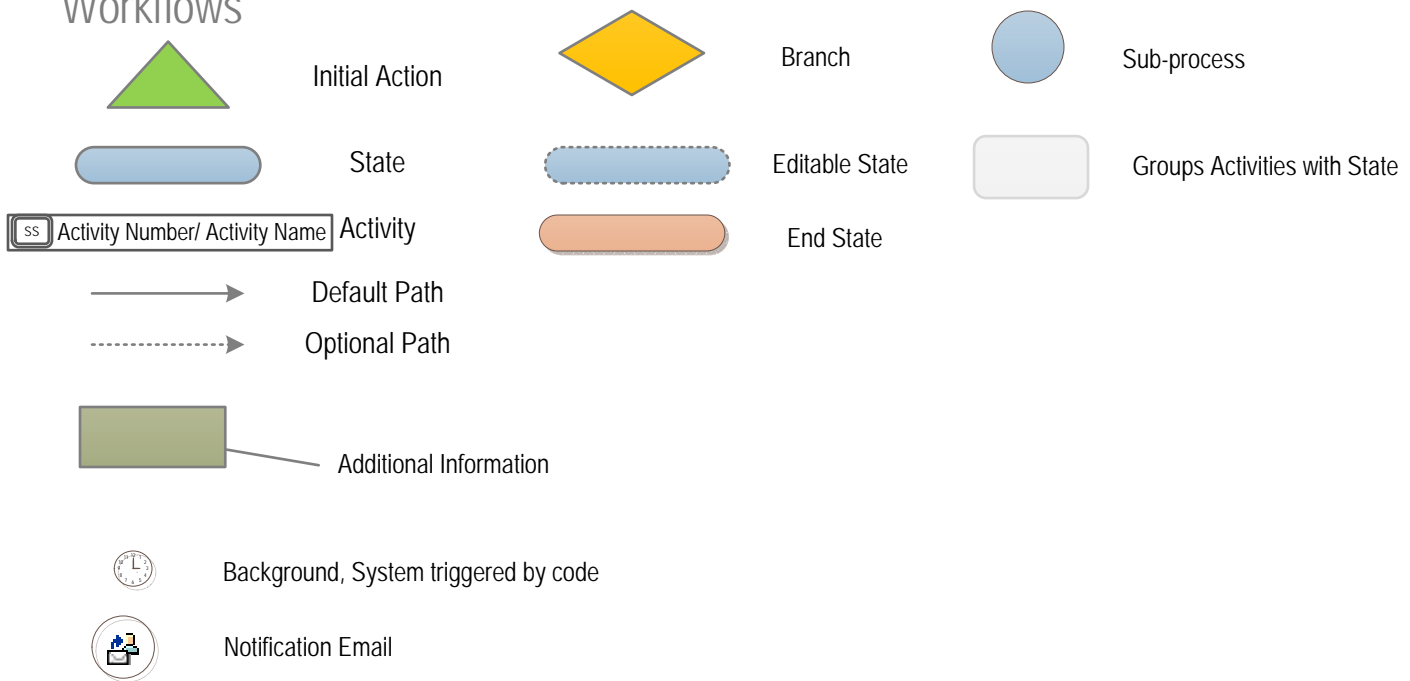
*If any cost share is OUTSIDE the primary submitting department, approvals by the designated unit cost share approver MUST occur before the proposal is routed through the submitting department chair & dean for approval.

During Department/Dean review & DSP Review, those approvers can "SEND BACK FOR CHANGES".
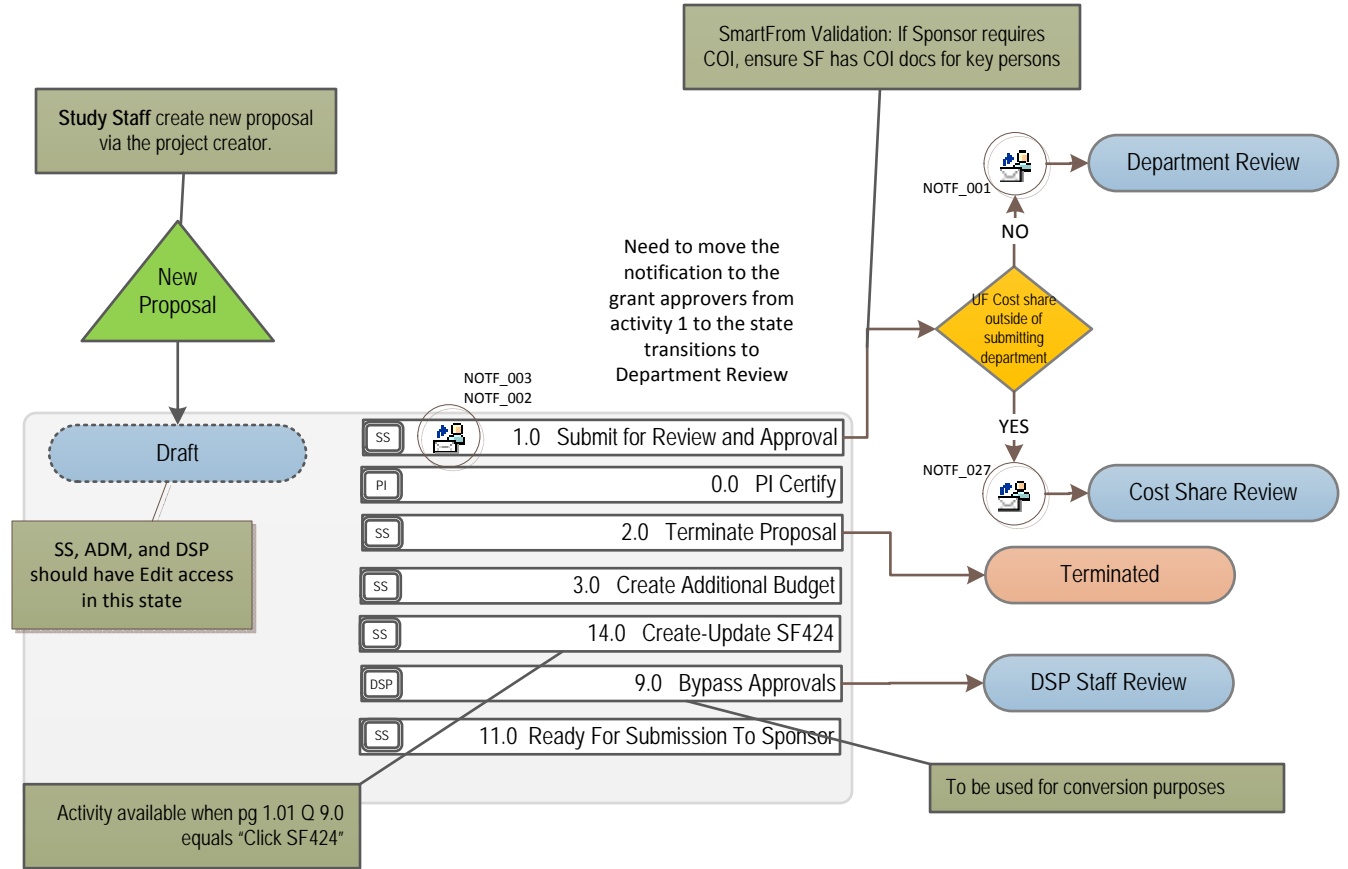
Post-submission, there is a Request post submission updates function for revised budgets & JIT requests and responses.

Workflows

Initial Action

Branch

Sub-process

State

Editable State

Groups Activities with State

| SS | Activity Number/ Activity Name | Activity

End State

⟶ Default Path

⤍ Optional Path

Additional Information

Background, System triggered by code

Notification Email

User Roles

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

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

Study Staff create new proposal via the project creator.

New Proposal

Department Review

NOTF_001

NO

Need to move the notification to the grant approvers from activity 1 to the state transitions to Department Review

UF Cost share outside of submitting department

Draft

NOTF_003
NOTF_002

| SS | | 1.0 | Submit for Review and Approval |

YES

| PI | | 0.0 | PI Certify |

NOTF_027

Cost Share Review

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

| SS | | 2.0 | Terminate Proposal |

Terminated

| SS | | 3.0 | Create Additional Budget |

| SS | | 14.0 | Create-Update SF424 |

| DSP | | 9.0 | Bypass Approvals |

DSP Staff Review

| SS | | 11.0 | Ready For Submission To Sponsor |

To be used for conversion purposes

Activity available when pg 1.01 Q 9.0 equals "Click SF424"

Proposal will remain in Cost Share review until all approvals are received

Cost Share Review

APR | 38.0 Approve Cost Share

NOTF_001

Department Review

NOTF_026

APR | 39.0 Disapprove Cost Share

Draft

DSP | 9.0 Bypass Approvals

DSP Staff Review

SS | 11.0 Ready For Submission To Sponsor

To be used for conversion purposes

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.

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

Department Review

ADM and DSP should have Edit access in this state

NOTF_004
APR — 4.0 Disapprove

NOTF_005
APR — 5.0 Approve

NOTF_006
DSP — 7.0 Reset Approvers

NOTF_012
DSP APR — 8.0 Refresh Approvers

DSP — 9.0 Bypass Approvals

PI — 0.0 PI Certify

SS — 13.0 Attach Submission Documents

SS — 11.0 Ready For Submission To Sponsor

NOTF_007
APR — 6.0 Request Changes

Disapproved By Department

DSP Staff Review

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

To be used for conversion purposes

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

Pending Proposal Team Response: Dept Review

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

SS — 2.0 Terminate Proposal

SS — 3.0 Create Additional Budget

SS — 14.0 Create-Update SF424

PI — 0.0 PI Certify

DSP — 9.0 Bypass Approvals

NOTF_008
SS — 10.0 Respond to Change Request

Hide all Review Note functionality

Terminated

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

Record Proposed Budget amounts upon this transition and create budget snapshot (distinction between working and submitted budgets)

No

DSP Staff Review

DSP should have Edit access in this state

| DSP | 15.0 Finalize and Lock |
| DSP | 27.0 Submitted Or Release To Submit |

NOTF_020, NOTF_021

15 and 27 complete?

Pending Sponsor Review

NOTF_006

| DSP | 7.0 Reset Approvers |

Department Review

| SS | 13.0 Attached Submission Documents |

NOTF_014

| SS | 11.0 Ready For Submission To Sponsor |

NOTF_010

| DSP | 16.0 DSP Request Changes |

Hide if answered YES

Pending Proposal Team Response: DSP Review

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

SS	2.0 Terminate Proposal
SS	3.0 Create Additional Budget
SS	14.0 Create-Update SF424

NOTF_011

| SS | 18.0 Respond to DSP Change Request |

Terminated

Pending Sponsor Review

NOTF_022
DSP | 31.0 Withdrawn or Funding Denied

→ Withdrawn

→ Not Funded

DSP | 32.0 Award Received

→ Award Received

DSP | 33.0 Award Anticipated

→ Pending Sponsor Review: Award Anticipated

NOTF_023
SS | 34.0 Notify DSP of Post Submission Update

NOTF_024
DSP | 35.0 Post Submission Request

Pending Post Submission Response

NOTF_025
SS | 36.0 Submit Post Submission Response

SS | 3.0 Create Additional Budget

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

Received Post Submission Response

NOTF_024
DSP | 35.0 Post Submission Request

DSP | 37.0 Complete Post Submission Request

→ Award Anticipated?

NO

YES

Pending Sponsor Review: Award Anticipated

NOTF_022
DSP | 31.0 Withdrawn or Funding Denied

→ Withdrawn

→ Not Funded

DSP | 32.0 Award Received

→ Award Received

Available in All States

SS	NOTF_015	19.0 Send Email
SS		20.0 Add Internal Documents
SS		21.0 Add Comment
SS		22.0 Manage Guest List
SS		23.0 Copy Proposal
DSP		24.0 Assign Ownership
DSP		25.0 Take Ownership
SS	NOTF_009	17.0 Request Ad Hoc Review
AHR	NOTF_016, NOTF_018	28.0 Ad Hoc Review Response
DSP ADM	NOTF_017	30.0 Remove Ad Hoc Review
DSP		29.0 Add Reporting Data

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

Available in All State Prior To Pending Sponsor Review

DSP	NOTF_019	26.0 Terminate Proposal Administratively

Terminated

Disapproved By Department

| DSP | NOTF_006 | 7.0 Reset Approvers | → Department Review |

| DSP | 9.0 Bypass Approvers | → DSP Staff Review |

Terminated