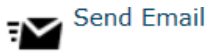


## Communicating in UFIRST

UFIRST provides activities for communication with members of the Proposal/Agreement/Award/Subaward Team, Department and College Approvers, and Core Office staff. A benefit communicating in UFIRST is that all communication is stored in UFIRST and all individuals who have access to view the record will be able to view Emails and Comments on the **History** tab.

### Send Email Activity



You can choose email recipients based on their role on the record and select from a full list of individuals who have access to the record. You can add attachments to the email. The content of the email and any attachments will be captured on the **History** tab and sent to the recipient's email address.

Send Email

**Send Email**

**1.0 Select Proposal Team Recipients:**

Principal Investigator: Allie Gator

Administrative Contact: Marsha Mellow

**2.0 Select Recipients:**

...

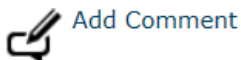
Name	Organization
There are no items to display	

**\* 3.0 Email Message:**

**Attachments:**

Name
There are no items to display

### Add Comment Activity



Adding a Comment to the record DOES NOT send any notifications. The comment and any attachments will be captured in the **History** tab. This activity is useful to capture any communication that may have taken place outside of UFIRST, i.e. phone conversations or emails between personal email addresses.

