## **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:	llow
2.0 Select Recipients:	
Name	Organization
There are no items to display	
* 3.0 Email Message:	
Attachments: + Add	
There are no items to display	

## **Add Comment Activity**



Adding a Comment to the record <u>DOES NOT</u> 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.

## **History Tab**

To view emails or comments on a particular record, click the **History** tab in the **Workspace**.

Summary	Budget Summary	Cost Share Summary	Budget Workspaces	Approvals	Attachments	History	Related Items
Ac	Activity Author					Activity Date	
<u>د</u>	mments Added	Allie Gator 3/10/2015 11:34 AM					
🗹 Using ti	ne comments feature						
F En	nail Sent	Allie Gator 3/10/2015 11:34 AM					
📝 Testing for testing purposes							

Information on the author and the date the activity took place are displayed. Clicking on the **activity** link opens an activity details page with further information on the activity. occurred based on the action taken.

					~
	← Prev	6 / 20	Next →		€View More Details
l Sent					
Author: Logged For (Funding Proposal): Activity Date:		Summary – Allie Gator The Effect of 3/10/2015	of Facebook on S 11:34 AM	ocial Skills	
nail		1 0111			
incipal Investigator: Allie Gator dministrative Contact: Marsha Mellow elect Recipients:					
e Organization					
ha Mellow					
Email Message: Marsha, proposal is ready to submit. nk you, a					
hments:					
•					
e are no items to display					

The **View More Details** link provides additional details on any changes that occurred based on the action take, including the **Notifications** tab which lists all recipients of the email or system-generated notification:

<< Return to Workspace					← Prev	6 / 20	Next →	
Email Sent								
Author: Logged F Activity [	ې For (Funding Proposal): T Date: 3	Allie Gator The Effect of Face 3/10/2015 11:34 A	book on Social Ski M	S				
Activity Form	Property Changes	Documents	Notifications					
Job Name	Subject						Recipients	
NOTF_015 Email Sent This subject was generated by sc Here is an example rendering for "Notification: Proposal Email PI: G			eript and therefore co recipientMarsha M Gator Deadline: Mar	ld be different for e llaw 2 2015	ach recipient.		Marsha Mellow email:marsham@ufl.edu	