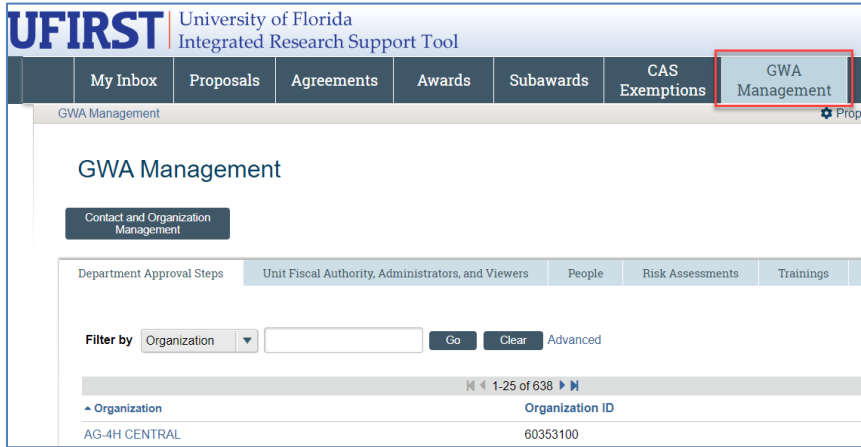


GWA Management in UFIRST

Grants Workflow Administrators (GWAs) are responsible for affiliating Grants Administrators and Grants Approvers with the unit(s) for which they can act in UFIRST. To affiliate individuals with units in UFIRST, **access the GWA Management module:**



Organizational Hierarchy

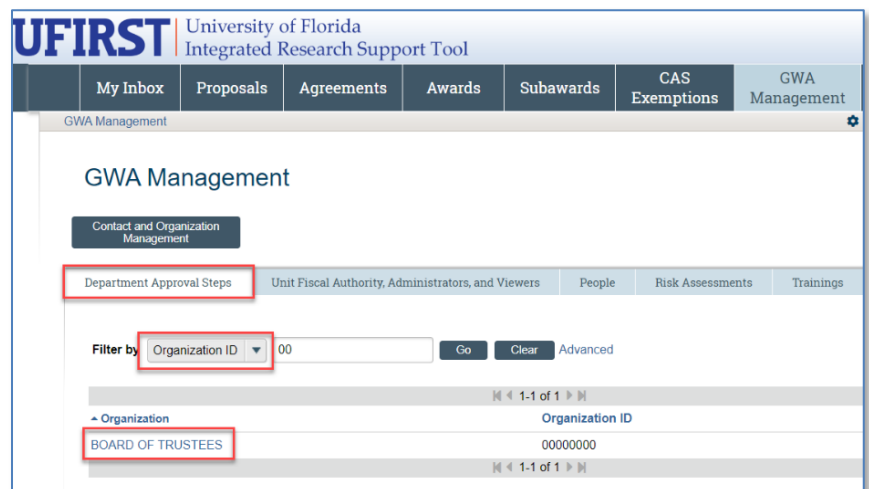
There are hierarchies within UF's organizational structure: Sub-divisions belong to Divisions that belong to Departments that belong to Colleges. Examples:

29051402- Gastroenterology- Liver (Sub-division)
 29051400- Gastroenterology (Division)
 29050000- Medicine (Department)
 29000000- Medicine (College)

60210300- Soil Chem Core lab (Division)
 60210000- Soil and Water Science (Department)
 60000000- Agriculture / Natural Resources (College)

Department Approval Steps

1. To assign approvers, **click the Department Approval Steps** **worklist**. Filter by unit name or Dept ID. Select the unit to edit.



2. In the *Department Approval Steps* popup window, **enter** the desired approvers at each step of the approval chain and **click OK**.

* If you are unable to select a person, they do not have the *UF_N_GM_Grants_Approver* myUFL role. The Department Security Administrator (DSA) will need to provide the myUFL role.

3. To establish a unique approval structure for a child unit (Sub-division, Division, or Department), at least a Step 1 approver is required. If the child unit does not need a unique approval structure, all approvers may be left blank, and the approver chain will roll up to the parent unit. The child unit will be listed under “Child organizations using above approval steps” in the *Department Approval Steps* popup window for the parent.

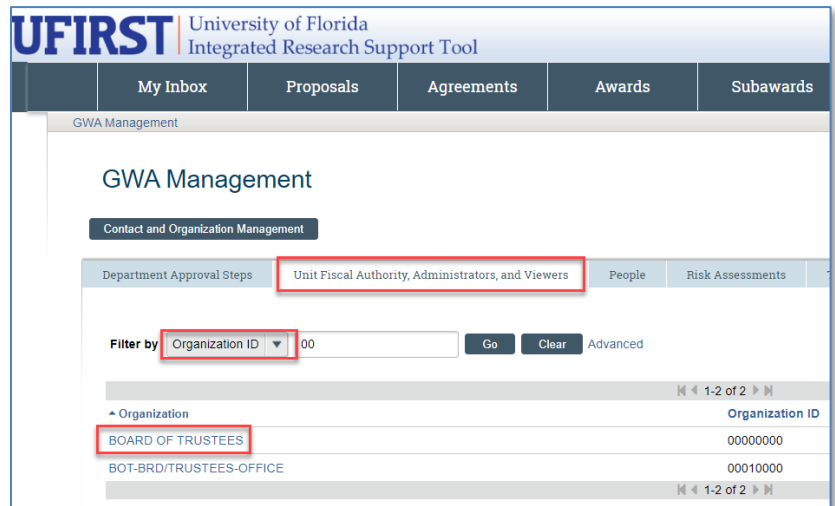
Examples:

29000000 – Medicine (College)		29050000 – Medicine (Dept)		29051400 – Gastroenterology (Div)	
Step 1	Smith	Step 1	Anderson	Step 1	----
	Jones		Brown		
Step 2	----	Step 2	Smith	Step 2	----
			Jones		

- A proposal with submitting department 29000000 will route to Smith and Jones for approval (only one person needs to approve) and then to DSP.
- A proposal with submitting department 29050000 will first route to Anderson and Brown for approval (only one person needs to approve), then to Smith and Jones for approval (only one person needs to approve) and then to DSP.
- A proposal with the submitting department 29051400 will use the departmental approval steps specified for 29050000 because no steps were specified at the child (Division) level.

Unit Fiscal Authority, Administrators, and Viewers:

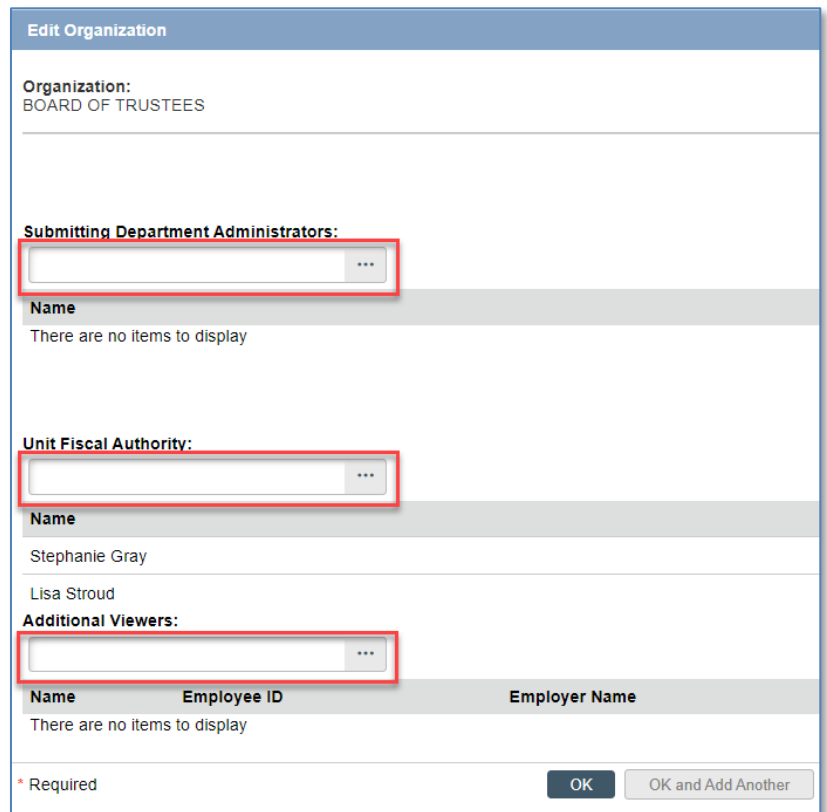
1. To affiliate Unit Fiscal Authorities (UFAs), Department Administrators, and Additional Viewers, **click the Unit Fiscal Authority, Administrators, and Viewers worklist**. Filter by unit name or Dept ID. Select the unit you wish to edit.



2. In the *Edit Organization* popup window, **enter** the desired administrators, UFAs, and viewers and **click OK**.

* If you are unable to select a person, they do not have the necessary myUFL role. The Department Security Administrator (DSA) will need to provide the myUFL role.

3. Assignments in this window follow the organizational hierarchy. If a Submitting Department Administrator is affiliated at the College level, they will have access to view and edit all records in every Department, Division, and Sub-division below them. If a Submitting Department Administrator is affiliated at the Department level, they will have access to view and edit all records in every Division and Sub-division of the Department.



Examples:

16000000 – Liberal Arts & Sciences (College)		16980000 – BEBR Main Bureau (Department)		16980301 – BEBR SURVEY ADMIN (Sub-division)	
Grants Admins	Smith	Grants Admins	Anderson	Grants Admins	----
	Jones		Brown		
UFA	Davis	UFA	----	UFA	----

- Grant Admins Smith and Jones will have access to all records in every unit in 16000000, including 16980000 and 16980301.
- Grant Admins Anderson and Brown will have access to all records in every unit in 16980000, including 16980301.
- UFA Davis will be responsible for all units in 16000000.

For questions about UFIRST roles and security, contact ufirst@research.ufl.edu.