

UF Award Report Methodology

How do we allocate funds into Colleges and Departments?

Award and modification dollars are grouped by the Project Responsible Unit. This is consistent with historical (pre-UFIRST) methodology.

What dollars do not count?

Certain transaction types are not counted in UF|Research award reporting. This is consistent with historical (pre-Fiscal Year 2017) methodology. These transaction types include:

- Any allocation currently in Temporary (Sponsor Authorized funds not received, but budget has been released) status.
- Any allocation marked "Not Authorized for Spending".
- Any modification done for the purpose of Carryover.
- Any modification which rebudgets categories within an existing project.
- Any Core Office Correction modification.
- Any awards or modifications where the Sponsor is categorized as Internal Sponsors (UF, UFRF sponsor types).

All data including transactions such as above are included in the data underlying the reports available via Enterprise Analytics but are by default excluded. By selecting the appropriate prompts you can include these transactions for your local reporting needs.

What date do we use to allocate funds into months, quarters, or years?

The University of Florida Annual Report divides award dollars into months and quarters using the *Funds Activated Date*. This is the date that the award or incremental modification made it all the way through the DSP and C&G set-up process and funds are available for spending.

Prior to FY2017, the date used to allocate funds was the Sponsor Award Date. Please note this field was not used consistently and interpretation varied.

How do I access UF Award reports?

UFIRST reports are available via Enterprise Analytics. To run these reports you must have the **UF_FI_UNIVERSAL_INQUIRY** role.

The UF Award Funding report

This report is a 10+-year history of all award and project transactions. It is similar to the Awards spreadsheet that used to be found on of the UF|Research website. This is the report that UF|Research uses to produce the quarterly and annual view of all sponsored projects dollars at the University of Florida. It lists sponsor authorized dollars for all awards received on or after 7/1/2007, including cash-based Clinical Trial (Fund 214) awards. The report includes funding amounts at the award, project and allocation level. This report can be filtered by department (project responsible unit), date, award PI, project manager or sponsor.

To run this report, perform the following steps:

1. Log into myUFL using your Gatorlink ID and password.
2. Navigate to **Main Menu > Enterprise Analytics > Access Enterprise Analytics > Team Content > Sponsored Program Information > Awards.**

Tip: Most UFIRST Reports are available in multiple formats.

1. Select a report. The ten+-year transactional report is **Award Funding Transactional Report (2007 – Present)**.
2. On the prompt page, select the required and/or optional prompts for the data you want to view.
3. Click the **Finish** button. The report displays in the selected format.
4. Other available reports in this folder are:
 - Award Disbursements by College and Department
 - Awards by Reporting Sponsor Category (by Fiscal Year & Month; 2007 – Present)
 - Awards Received with Greater Than \$1Million Anticipated Value
 - F&A Return Percentage by Center or Project
 - Named Key Personnel on Awards (2016 – Present)
 - Projects in TEMP Status
 - Sponsored Award Portfolio Report (2007 – Present)
 - Sponsored Project Portfolio Report (2007 – Present)
 - UF|Research Quarterly/Annual Award Report
 - UFIRST Award Commitments
 - UFIRST Award Deliverables

A report data dictionary and a comprehensive data dictionary are available for assistance in understanding the data elements included in the reports as well as the full data set.

Helpful Hints:

The 'Type' field was often used in historical datasets for Departments to determine what funds were "New" and what funds were modifications to existing awards. That data element can be found in Column AW: Type of Allocation. A note on History: this data element was never accurately defined and interpretation varied.

- Awards_Baseline: New Awards with no Modifications
- Mods_Award_Baseline: Treat as a New Award. This is the new award original value, but it has since been modified. Mods_Award_Baseline maintains that original award value.
- Mods_Adjustments: Reportable Financial Mods (excluding carryover, temporary, marked not authorized for spending, core office corrections). Comparing to prior methodology, this is everything not marked New in prior reporting sources.
- PS_214_Deposits: For Fund 214 projects, the dollars are pulled in right from the Deposit log. Modifications are not done in UFIRST for these deposits.
- New-SRM: The Type of this allocation was marked as 'New' in the Historical System.
- Supplemental-SRM: The Type of this allocation was marked as 'Supplemental' in the Historical System.
- Temp-SRM: The Type of this allocation was marked as 'Temporary' in the Historical System.
- Carry Over-SRM: The Type of this allocation was marked as 'Carryover' in the Historical System.
- Decrease-SRM: The Type of this allocation was marked as 'Decrease' in the Historical System.
- Renewal-SRM: The Type of this allocation was marked as 'Renewal' in the Historical System.
- Continuation-SRM: The Type of this allocation was marked as 'Continuation' in the Historical System.
- Extension-SRM: The Type of this allocation was marked as 'Extension' in the Historical System.

Award transactional data since July 1, 2016 includes rows for all allocations associated with that Award, regardless of if they received an increment of funding with that modification. If there are no funds associated with that allocation in that Modification, those rows will return as \$0 in the Sponsor Authorized column.

Important Terms to Know:

- Project Department: the Department where the project 'lives'. This is the Department to use for categorization in order to match UF's published Award Report.
- Project Manager Home Department: the HR Home Department of the Project Manager.
- Award PI Home Department: the HR Home Department of the overall Award Principal Investigator.
- Award Department: the Department where the award 'lives'.
- Funds Activated Date: the date that the award or incremental modification made it all the way through the DSP and C&G set-up process and funds are available for spending
- Reporting Sponsor: the Sponsor used in institutional reporting. If the Primary Sponsor is NULL, then this is the Direct Sponsor.
- University Reportable Allocations: the funds associated with this allocation are considered institutionally reportable and are included in UF's published Award Report.

If you have issues accessing the reports, please contact [Reporting Services](#). For questions about UFIRST data or to provide UFIRST reporting suggestions, please contact [Lisa Stroud](#) in UF|Research.