Running Sponsored Programs Proposal Reports

How do I access UF proposal reports?

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

To run a sponsored programs proposal 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 > Proposals.**

Tip: Most UFIRST Reports are available in multiple formats.

3. Select a report. The following reports are available:

   - All Activity by Personnel (Excludes Terminated Proposals only)

   - All Proposals Role Activity by Home Department (Submitted Proposals only)

   - Proposal Commitment Report (Excludes Terminated Proposals only)

   - Submitted Proposal Activity Report

   - UF|Research Quarterly/Annual Sponsored Proposals Report

4. On the prompt page, select the required and/or optional prompts for the data you want to view.

5. Click the Finish button. The report displays in the selected format.

NOTE: Proposal data exists in this format from March 2015 to the present. For historical information requests, contact UF|Research Reporting.

A comprehensive data dictionary is available for assistance in understanding the data elements included in the reports as well as the full data set.

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.