

Running UFIRST Proposal Reports

How do I access UF proposal reports?

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

To run a UFIRST 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 two formats: PDF or Excel export.

3. Select a report. The following reports are available:
 - All Activity by Personnel – provides a listing of all proposal activity by a specified individual or individuals.
 - All Proposals Role Activity by Home Department – provides a report of all proposal activity by a specified HR home department.
 - Submitted Proposal Activity Report – provides a listing of each proposal by submitting department or by PI.
 - Proposal Commitment Report - all of the proposal commitments by proposal submitting department or personnel home department
4. On the report options 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.

Building Custom UFIRST Proposal Reports

Raw UFIRST data is available in the UFIRST Data folder. You can export the data to Excel and build reports tailored to your specific needs. (For best results, view in Excel 2007 format and Save As a new file on your personal computer).

A comprehensive data dictionary is available for assistance in understanding the data elements included in the reports as well as the full data set. <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/grants/>

If you have issues accessing the reports, please contact the UF Computing Help Desk (392-HELP). For questions about UFIRST data or to provide UFIRST reporting suggestions, please contact [Lisa Stroud](#) in the UF Office of Research.