

Post Submission Updates (PSUs) in UFIRST

After a proposal has been submitted to the sponsor and the UFIRST record is in “Pending Sponsor Review” state, an additional action may be needed before an award is made. Examples include: an error is identified before the proposal deadline, the sponsor requests revised documentation or additional information not included as part of the original submission, and a change occurs at UF that will significantly impact the sponsor’s review or award. Units should work with the Division of Sponsored Programs (DSP) to obtain any necessary approvals and review before the information is submitted to the sponsor.

Use the “Initiate Post Submission Update” activity to notify DSP of a post submission request in UFIRST. *If adjustments are needed on the UFIRST budget grids, including budget periods, use the “Initiate Budget Revision” activity first.*

UFIRST Procedure

1. **Click** the “Initiate Post Submission Update” activity button.



2. **Select** the appropriate type of post submission request: “Just in Time (JIT) Request” or “Other Information Requested”. A “Just in Time Request” is a request from the sponsor for information from grantees not required at time of application but required before award (typically used by National Institutes of Health and National Science Foundation). An “Other” request may take a variety of forms. **Enter** the hard deadline, if applicable, for the Post Submission Request. If there is a target deadline, select “No Deadline” and communicate the target date in the Comments field. DSP will make reasonable efforts to process records in the preferred timeline.

Initiate Post Submission Update

*** 1.0 Post Submission Request:**

Request Type

Just in Time (JIT) Request

Other Information Requested

*** 2.0 Post Submission Deadline:**

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No Deadline:

3. **Indicate** if all documentation is ready to submit and the PSU needs to route to DSP, or if the responsible Unit needs to prepare the information or approve the change per <https://research.ufl.edu/dsp/proposals/revisions-to-proposals-prior-to-submission.html>. If routing to the responsible Unit, **select** additional contacts for email notification. **Attach** the original request from the Sponsor and if applicable, the documents being submitted in response to the request.

* 3.0 Are you done and simply want to notify DSP that you are ready to submit at this point?

Yes, send the proposal to DSP for post submission updates.

No, the responsible unit (PI, Admins, etc.) will provide the post submission information.

[Clear](#)

* This request will be put on the To Do lists for the PI and Primary Administrative Contact. If you would like to notify anyone via email, select the notification recipients below:

Principal Investigator: William Irwin

Administrative Contact: Lisa Stroud

Personnel: Jordan Edwards

Submitting Dept Admins: [BOARD OF TRUSTEES](#)

Core Office Owner: Ronald Lester

None

* 4.0 Comments:

Please provide requested information. See attached email.

Attachments:

[+ Add](#)

4. **Click** “OK”. If routing the PSU to the Unit, the Proposal transitions to “Pending Proposal Team Response: Post Submission” state. The record stays with the Unit until the Unit is ready to submit to DSP. If routing the PSU to DSP, the Proposal transitions to “Core Office Review: Post Submission Updates” state and alerts DSP that the record is ready for review and submission to the sponsor.
5. If the PSU was routed to the Unit in Step 4, the Unit must use the “Notify Core Office of Post Submission Update” activity to route the PSU to DSP once ready to submit to the sponsor. DSP will then complete the PSU or can return it to the Unit if additional information is required.

