UFIRST Award Set Up Process

UFIRST Award State	Activity	Responsible Party
Draft	Only used if DSP creates award. DSP can edit SmartForm; DSP reviews award documents	DSP
Pending Responsible Unit Edits	Unit can edit SmartForm; PI and Key Personnel can complete compliance activities	Unit
Awaiting Advanced Spending Authority	Unit can no longer edit SmartForm; advanced spending request triggered; Unit approves or disapproves advanced spending	Unit Fiscal Authority
Pending Compliance Activities	Unit can no longer edit SmartForm; PI and Key Personnel complete compliance activities (training, Award Compliance Form, SFI disclosure)	PI/Key Personnel
Pending Protocol Approval	Unit can no longer edit SmartForm; waiting for IRB or IACUC protocol activation	Unit
DSP Review	DSP reviews complete award record	DSP
DRC Review	RISC reviews award record	RISC
Contracts and Grants Review	C&G reviews award record and initiates integration into myUFL	C&G
Pending myUFL Integration	myUFL integration has been triggered; data is gathered and moved between systems	C&G
Active	Award is active; funds have been released; award modifications may now be entered if necessary	PI/Unit