[UF Start Proposal Page]

The UF Start Proposal Page is the first step in the grant proposal creation process. The Start Page collects key information for the set up of the proposal and its project(s).

- Log into the system via the myUFL portal, using your GatorLink user ID and password (http://my.ufl.edu)

- Navigate to Grants > Proposals > UF Start Proposal

- Click the "Add New Proposal" button

Complete the following fields in the *Proposal Header Information* Section
  - Due Date: Identify date proposal is due by typing in field or using calendar feature
  - Date Type: Use drop-down menu to identify the type of deadline (postmark, internal, etc.)
  - PI: Enter employee ID of Principal Investigator by typing in field or using lookup
  - Short Title: Field is free text; limit 56 characters
  - Long Title: Field is free text
  - Sponsor: Use lookup to identify sponsoring agency
  - Type: Use drop-down menu to identify type of proposal (new, competing continuation, etc.)
  - Purpose: Use lookup to identify purpose of work (research, instruction, etc.)
  - From and To: Identify dates work will begin and end by typing in field or using calendar feature

Fill in the following sections only as they apply to your proposal
  - Solicitation Information
  - Previous Award
  - Related Proposal
  - Cost Sharing
  - Additional Comments

Complete the *Mailing Information* section
  - Transmission Code: Use the lookup to choose the abbreviation for the delivery method (such as electronic, overnight, by mail, etc.)
  - Type in mailing information such as Fed Ex#, number of copies, and mailing address. Please Note: This Mailing Instructions field is a required field

Complete the following fields related to the proposal's project(s) in the *Project* section. Please Note: The proposal saves the administrative information while the project stores monetary information and project specific information, such as resources or subrecipients. A proposal can have multiple projects.
  - Institution ID: Identify whether project is managed out of IFAS, Engineering, or Main Campus
  - Primary check box: Every proposal has one primary project. Check if this is the primary project
  - Department: Type in Department ID or use lookup
  - Department Contact: If there is a department contact person, enter that person's employee ID here by typing it in or using the lookup

- College (subdivision): Populates automatically based on Department given above
- Use the Exclude check box only to delete a project

Enter information for all *Professionals* working on the project
- Information for the PI listed in Proposal Header defaults on first line
- To add a professional, click the plus-sign button
- Add information for other professionals:
  - ID: Use lookup to find Employee ID or type directly in field
  - Department ID: Use lookup to identify employee's department
  - Role: Specify the person's project specific role (PI, Co-PI, Key Personnel, etc.)

Enter information related to project *Certifications*
- For each of the certifications listed, identify whether the certification is required
  - If a certification is required, choose "yes"; if not, choose "no." If a review is pending, choose "pending."
    - If you choose "yes" under indicator, you must give an assurance number and expiration date or an exemption number in order to create the proposal
- To add another certification click the plus-sign button
  - Use the Certification Code lookup to select type of certification. Do not duplicate certification codes. Multiple Conflict of Interest certifications, for example, should be COI1, COI2, etc.

If Facilities and Administrative (F&A) funds will be allocated to professionals, departments, or centers enter that information under *F&A Allocation* section
- Professionals
  - %: Enter percent of F&A to be allocated to the professional
  - EmplID: Enter professional's employee ID
  - DeptID: Enter professional's department
- Departments
  - %: Enter percent of F&A to be allocated to the department
  - DeptID: Type in Department ID or use lookup
- Center
  - %: Enter percent of F&A to be allocated to the center
  - DeptID: Type in center ID or use lookup
- Use the plus-sign button to add professionals, departments, or centers

Complete all fields in the *Budget Period Info* section
- Begin Date and End Date: These fields should default from Proposal Header information
  - To adjust budget periods use plus-sign button and minus-sign button and enter Begin and End Dates for each period
- Target Sponsor Budget: Enter total amount being requested from sponsor. Please Note: If there are multiple budget periods, enter amount being requested per budget period

Complete all fields in *Facility and Admin Set Up* section
- Rate Type: Use lookup to choose type of F&A Rate, such as On-Campus Research, Off-Campus Research, etc.
- FA Base: Use lookup to choose base for calculating F&A

- Click the "Create Proposal and Budget Header" button

- Write down the system assigned Proposal ID and Project ID numbers

Notes
- You must finish the Start Page and create the proposal in one sitting. There is no way to save information and return later.
- The UF Start Proposal Page is the first step in the grant proposal creation process. After creating a proposal on the Start Page, you can build the budget using the Budget Line Summary. Please view the web tutorial on Budget Line Summary.