

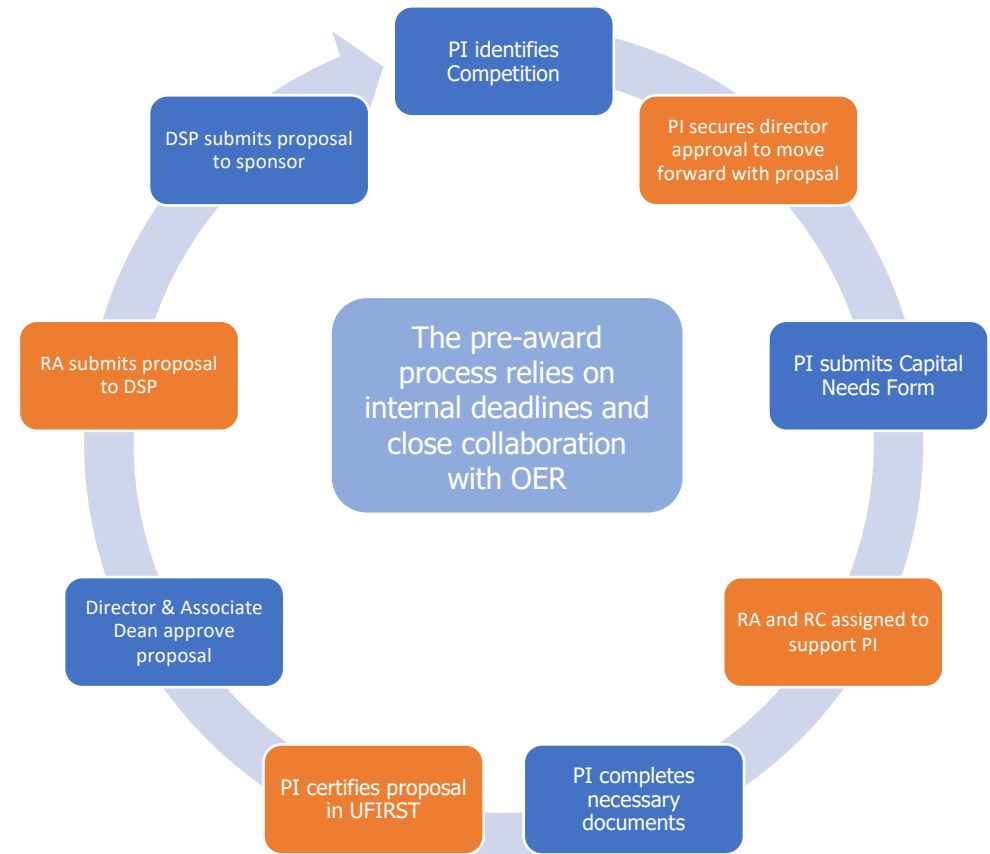
## Office of Educational Research

2001 NRN • P.O. Box 117040 • Gainesville, FL 32611-7040 • Phone: 352-273-4116 • email: [research@coe.ufl.edu](mailto:research@coe.ufl.edu)  
<http://education.ufl.edu/educational-research> • Hours of Operation: M–F (8:00 am–5:00 pm)

### Key Principal Investigator Responsibilities

1. **Confirm PI eligibility and identify funding opportunities appropriate for the project and any restrictions in the guidelines (e.g., cost share, IDC restrictions).**
2. **Engage in discussions with school and/or center director about project and secure school/center director approval to move forward with proposal.**
3. **Submit a [Capital Needs Form](#) at least 10 business days before OER's deadline.\***
4. **Visit OER's [proposal resources webpage](#) for boilerplate materials (e.g., budget justification, biosketch, current and pending, references, facilities document, letters of support).**
5. **Assess project needs, including but not limited to personnel, supplies, equipment, travel, publications, etc.**
6. **Read and follow the RFP/sponsor guidelines and UF, state, and federal policies to create proposals. Prepare the proposal, including the narrative, budget justification, current/pending, and other required documents. Provide proposal components by the OER deadline.\***
7. **Be responsive to OER staff communications regarding proposal development and alert OER staff to potential delays or supports needed during proposal development.**
8. **Review all proposal components for accuracy and alignment with the RFP prior to certifying in UFIRST.**
9. **Adhere to OER and DSP deadlines to ensure sufficient lead time for full and complete review by school/center director, Associate Dean, and DSP.**
10. **Respond to sponsor inquiries (e.g., budget modifications, questions) during review process.**
11. **Update OER with proposal status when known (e.g., awarded, withdrawn, pending).**

### OER Pre-Award Life Cycle



\*Please see OER's Proposal Deadline Policy on page 2.

## Proposal Deadline Policy

### UF Division of Sponsored Programs (DSP):

Submit-ready proposals must be submitted to DSP by 9 a.m. one business day prior to the sponsor's published submission deadline to be considered on-time by DSP. See "submit-ready" [FAQ #7](#) for more information.

### COE Office of Educational Research (OER):

#### OER Service Request Deadline Policy

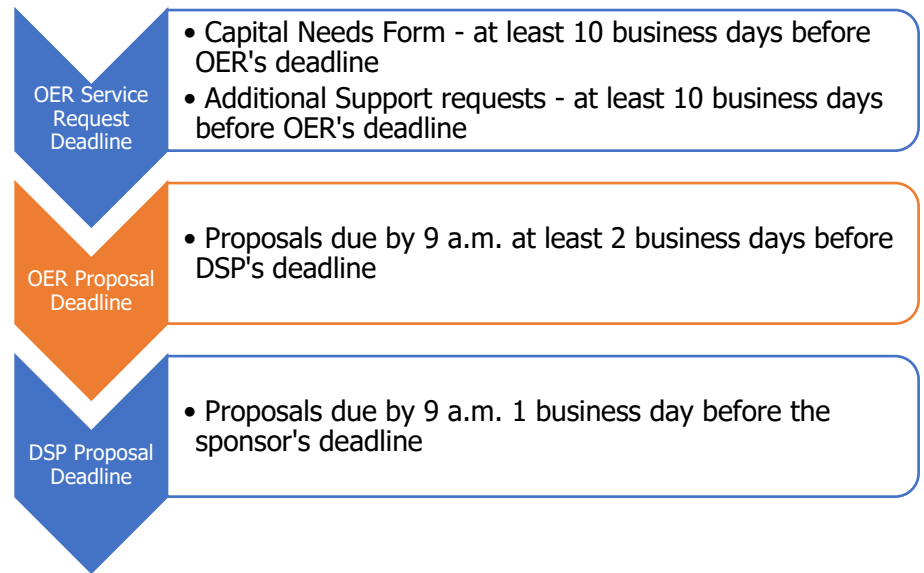
The Capital Needs Form must be submitted at least 10 business days prior to OER's deadline to best serve all COE faculty.

Additional proposal development services must be requested at least 10 business days prior to OER's deadline. Additional proposal development services include securing boilerplate materials, reference list formatting, guided biosketch document development, and guided current & pending document development.

#### OER Proposal Deadline Policy

Submit-ready proposals and all supporting components of a completed proposal (e.g., subcontract proposals, cost share commitments, approved budget, budget justification) must be submitted to OER by 9 a.m. two business days\*\* prior to DSP's deadline. PIs are served on a first come, first served basis and OER prioritizes the most urgent deadlines to best serve our PIs.

\*\*For efforts such as IES and NSF when the College typically has multiple proposals, OER will offer PIs a schedule for submission that may be earlier than two business days prior to DSP's deadline.



## Finding Your Current & Pending via UFIRST

1. Go to [grants.research.ufl.edu](https://grants.research.ufl.edu).
2. Log in to UFIRST.
3. At the top of the screen, select "Proposals." Then, select filter by "PI Last" and enter your information in the "Name" box.
4. This will give a list of the PI's Proposals with pertinent information such as Proposal #, Short Title, State (status), and Sponsor.
5. Click on the proposal(s) you want to include.
6. Select the "Key Personnel" tab to look at your committed person months for each period of the project.

You may use the same process to check the PI's Awards by selecting Awards at the top of the screen.