

IFAS Shared Service Centers (SSC) Proposal Instruction Guide

To standardize processes for all departments, please email all documents (scanned or electronic copies) to the appropriate Shared Service Center ([McCarty](#) or [Fifield](#)). Each email should have a subject line containing [PROPOSAL](#). (Example: **Subject: Smith USDA Proposal**)

Step 1: Unit decides to submit to a solicitation

- All Principal Investigators (PIs) are responsible for following current regulations as specified in the [UF DSR Researcher's Handbook](#).
- All proposals will be processed through the SSC. Please do not submit directly to the Dean's office or DSR.

Step 2: Unit initiates proposal processing with the SSC

- In order to initiate the process, submit the following items to the appropriate SSC ([McCarty](#) or [Fifield](#)) in an email with the subject line as described above *at least 12 working days prior to due date*:
 - Copy of (or link to) the Request for Proposals/Applications (RFP or RFA).
 - Completed [Proposal Request form](#).
 - Any other related items that have been started, even in draft format (i.e. draft scope of work, draft budget, biosketch, etc.)
- The SSC Proposal Processor will contact the PI with any special instructions for the proposal, as well as an approximate timeline based on the proposal due date, and requirements from the Dean's office and DSR.
- Submit the following items to the SSC ([McCarty](#) or [Fifield](#)) as you have them completed, or in draft format so that the proposal processor can begin review:
 - Scope of Work
 - Budget – *please note that the budget will take the most time to review and should be submitted as early as possible*
 - Budget Justification
 - Any other items as required by the sponsor, per the RFP/RFA

Step 3: The SSC submits to upper levels for approval

- SSC submits proposal to Dean's office for Dean approval
- After Dean approval, SSC submits proposal to Division of Sponsored Research (DSR) for UF approval
- DSR will submit proposal to sponsor per RFP/RFA instructions, or release back to PI for submission.

Proposal Quick Tips and reminders

- Be sure to read the RFP/RFA thoroughly. All requirements are detailed and must be met.
- If there is not an official RFP/RFA, please obtain something from the sponsor that requests submission. This can be as informal as a direct email.
- Pre-Proposals that require any budget information at all must be approved by DSR, even if the sponsor does not require institutional approval.
- The scope of work should match the budget. Ideally, if the award limit is \$100,000 and there are no matching requirements, a scope of work that would cost \$100,000 should be written.

Helpful Links

- [UF Division of Sponsored Research](#)
- [UF IFAS Dean for Research](#)
- [Fringe Calculator](#)
- [Person-Month converter](#)

For assistance with this process or anything else, please contact your Shared Service Center:

McCarty

Phone: 352-294-3199

Email: mccarty-ssc@ufl.edu

Fifield

Phone: 352-273-4583

Email: fifield-ssc@ufl.edu