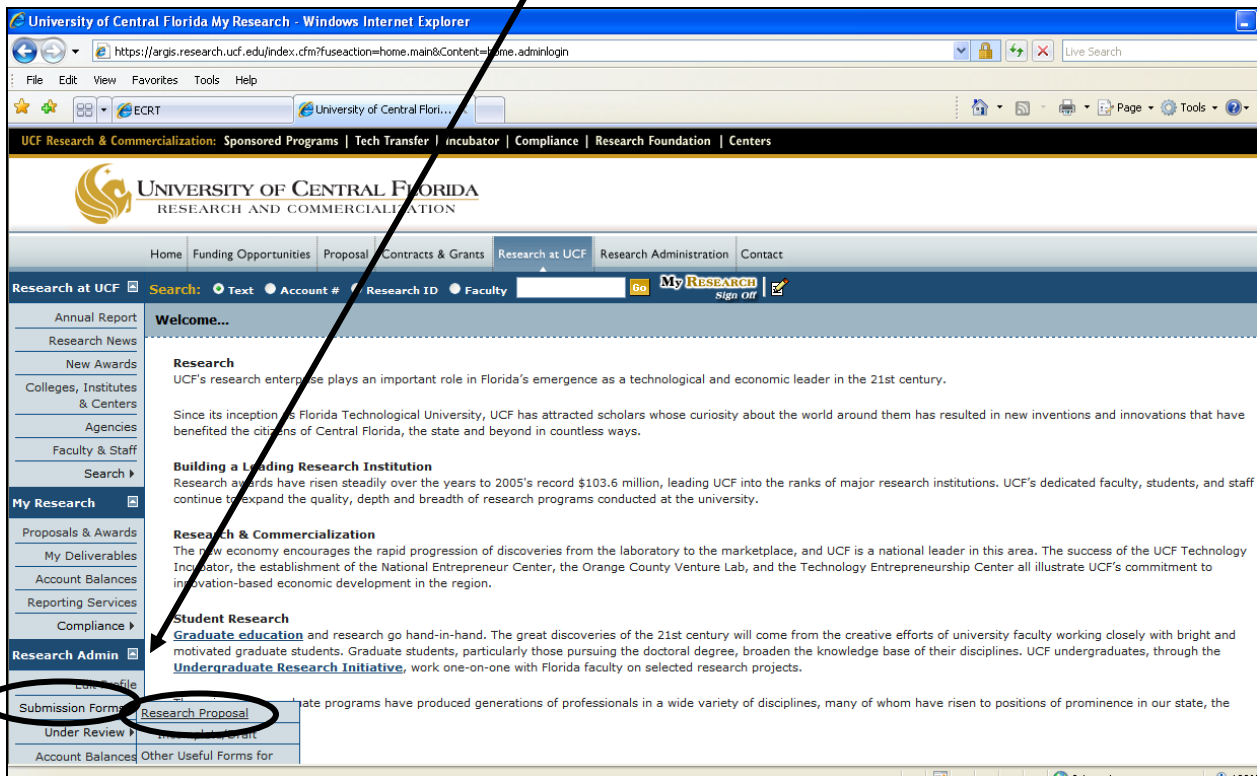
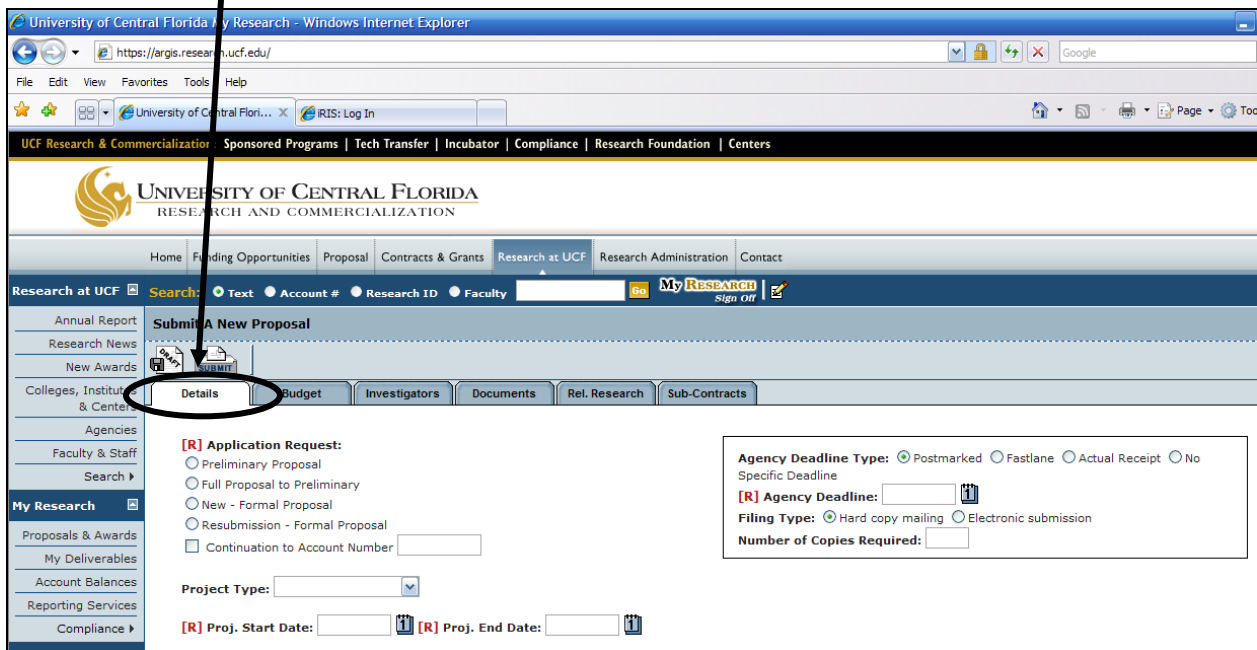


To enter a new proposal, go to Submission Forms / Research Proposals.



Start at the "Details" tab.



Fields marked with [R] are required.

UCF Research & Commercialization: Sponsored Programs | Tech Transfer | Incubator | Compliance | Research Foundation | Centers

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Research at UCF Search: Text Account # Research ID Faculty My RESEARCH sign Off

Submit A New Proposal

Details | Budget | Investigators | Documents | Rel. Research | Sub-Contracts

[R] Application Request:
 Preliminary Proposal
 Full Proposal to Preliminary
 New - Formal Proposal
 Resubmission - Formal Proposal
 Continuation to Account Number

Agency Deadline Type: Postmarked
 Fastlane Actual Receipt No Specific Deadline

[R] Agency Deadline:

Filing Type: Hard copy mailing Electronic submission

Number of Copies Required:

Project Type:

[R] Proj. Start Date: **[R] Proj. End Date:**

[R] Title:

Key Words:

[R] Description:

[R] Who is sponsoring this research?
 an Agency or a College/Dept

Sponsoring Organization:
(To whom should the proposal be submitted)
[R] Agency:

(Cover letter should be addressed to the attention of)

Attn: **[R] Phone:**

Email: **Fax:**

(NOTE: Express services will not deliver to P.O. Boxes)

[R] Street 1:

Street 2:

[R] City: **[R] State:** **[R] Zip:**

Scroll down to enter additional information. If you have any questions regarding the Special Considerations or Conflict of Interest contact [Kristin Wetherbee](#) in the CAH Research Office.

You must enter data under the tabs “Details,” “Budget,” “Investigators,” and “Documents.”

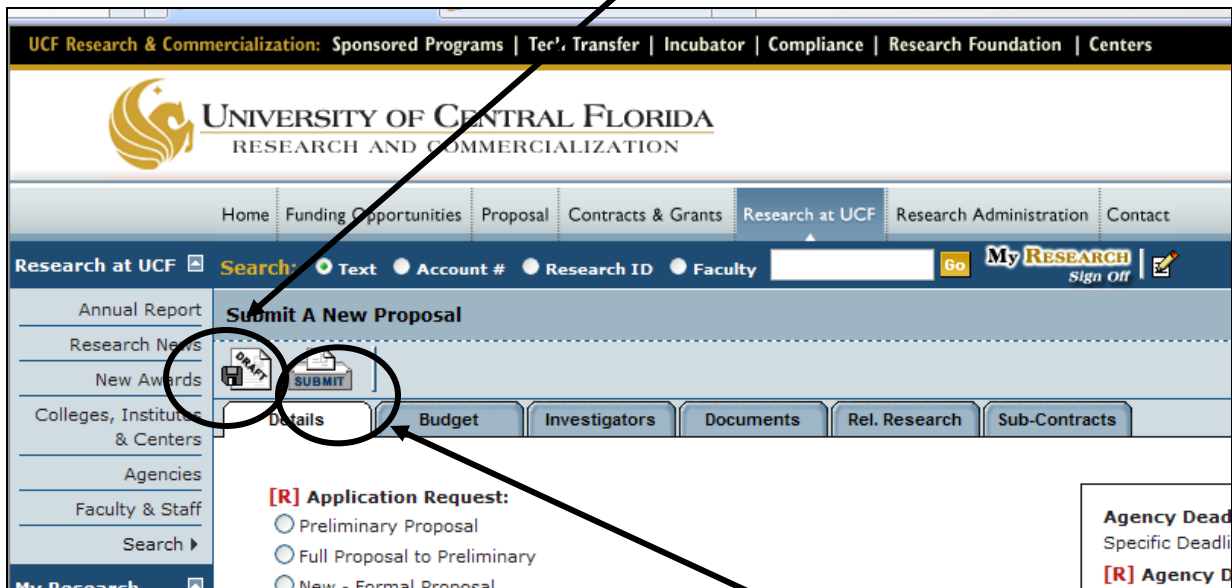
The screenshot shows the 'Submit A New Proposal' page in the University of Central Florida My Research system. The page features a navigation menu on the left and a main content area with several tabs: 'Details', 'Budget', 'Investigators', 'Documents', 'Rel. Research', and 'Sub-Contracts'. The 'Details', 'Budget', and 'Investigators' tabs are circled in black, and arrows point from the 'Required' label below to these three tabs. The 'Documents', 'Rel. Research', and 'Sub-Contracts' tabs are also circled in black, and arrows point from the 'Optional' label below to these three tabs. The form includes fields for 'Application Request' (with radio buttons for Preliminary Proposal, Full Proposal to Preliminary, New - Formal Proposal, and Resubmission - Formal Proposal), 'Project Type' (a dropdown menu), and '[R] Proj. Start Date' and '[R] Proj. End Date' (calendar pickers). A 'SUBMIT' button is visible in the top left of the form area.

The proposal and budget are uploaded under the “Documents” tab. File names cannot contain spaces.

Enter information under “Rel. Research” and “Sub-Contracts” if it applies to this proposal. These tabs are optional.

PIs should periodically save the proposal to avoid losing data using the Draft icon. The first time the PTF is saved a Research ID will be assigned. This number will be linked with the proposal and the grant if funding is awarded. Record this number for future reference.

To save the proposal for future, revisions click on the “Draft” icon.



To submit the proposal through the approval process, use the “Submit” icon. Once a proposal is submitted, it cannot be updated by the PI.

To make changes to a draft, click “Submission Forms” / “Incomplete/Draft.”

