

To: COM Clinical Research Administrators and Staff

From: Yvonne Brinson, RN MHSc; Assistant Dean, Research Administration and Compliance

Re: Use of Peoplesoft (PS) for Grants Administration for the College of Medicine (G'ville)

I would like to thank everyone that has participated in the Research Administration and Compliance (RAC) monthly Roundtable discussions recently. I appreciate the overwhelmingly strong endorsement for the use of PS for all Grants Administration and the Workflow routing system. If you are not already using PS for Grants Submissions through the RAC Office, please begin doing so now for all submissions. On the RAC website under Proposal Processing and *PeopleSoft*, you will find step by step instructions and other resource information that may assist you in this process.

As PS is the institutional resource for grants business and information management, there are personnel available both in the RAC Office as well as in the Division of Sponsored Research to assist you in training new staff as well as retraining existing staff either in groups or providing one-on-one training. If you or your staff require training, refresher training or individual assistance please contact our office as soon as possible to [schedule training](#) and begin using PS and Workflow by December 1, 2008. Currently, there is a training session planned for September 18, 2008 by appointment and there are still seats available. Additional sessions will be available as needed.

The use of PS has been available to everyone at the University since July 2004 and security roles are managed at the department level and granted quickly. Once trained, the use of PS provides many benefits which include:

- Using the Budget Line Summary and the automated population of data increases accuracy, therefore data integrity increase as errors are reduced
- More consistent business practice in collaboration with other COM Departments and outside Colleges that also use PS
- Bridges has recently developed a Proposal Summary screen that will be available soon and its use will greatly facilitate proposal review when the proposal is entered through PS
- Saves time and steps by using Workflow through PS which reduces the time it takes to obtain multiple signatures and fast access to status updates from any computer
- Provides additional accountability and tracking
- Errors are easier to identify and correct
- Document review time is reduced
- Supports the UF Office of Sustainability "Think Before You Ink" Campaign for going Green
- Cost savings by reducing the need for paper, file cabinets and records management services such as Iron Mountain

Our office is committed to assist our faculty and staff during the proposal process and to meet deadlines to our funding agencies. Please contact our office at 273-5398 should you have any questions. Thank you for your support.

Yvonne Brinson, RN MHSc
Assistant Dean; Research Administration and Compliance
College of Medicine
University of Florida
PO Box 100215
Gainesville, FL 32610-0215
Office: (352)273-5946
Fax: (352)273-5960
ybrinson@ufl.edu
<http://ctc.health.ufl.edu/>