Entering a PTF into My Research

1. Go to https://argis.research.ucf.edu
2. Click on Sign-on and put in your username and password.
3. Once logged in click on Submission forms under Admin in the left hand tool bar.
4. Select Research Proposal and this brings up the electronic PTF form.
5. Tab 1 – Details
   a. Select if this is a preliminary proposal or a full proposal.
   b. Select the project type (Usually Organized Research: applied or basic)
   c. In the box on the right hand side
      i. Deadline type (Use Fastlane for NSF proposals)
      ii. Type in the agency deadline
      iii. Filing type – Electronic or hard copy
   d. Type in the title of the project
   e. Key words – optional
   f. Include a brief description of the project.
   g. In the sponsor section select agency unless it is a UCF college or department funding. Click on agency and use the search tool at the top to search for the correct agency. Select an address and contact person for the agency. If it is a federal agency try and select the address and contact person listed in the solicitation.
   h. Enter proposal announcement number if known.
   i. If there are any specific proposal instructions please add them to the proposal instruction box.
   j. Special Considerations – please answer all of these questions.
      i. If you are submitting an NSF proposal and you have postdocs, graduate or undergraduate students involved you must select the type of RCR training you will use. See the ORC website for more details http://www.rcr.ucf.edu.
   k. Answer the three remaining questions at the bottom of the page.
6. Tab 2 – Budget
   a. If this funding is coming from an external agency please select C&G External.
   b. Enter in the indirect rate used. Indicate if the indirect rate was reduced and if it can be used as cost share.
   c. If multiple agencies are not funding the project then select no and hit submit.
   d. Enter in the budget for each year (Fringe for faculty is included in salary and fringe for students is included in OPS).
   e. Once all sections are filled out you can hit next at the bottom of the screen.
7. Tab 3 – Investigators
a. Use the magnifying glass to select your name and it will automatically populate your college/department. If you are the only PI you can put 100% in the credit box.

b. If you have multiple PI’s please add yourself first and then add additional PIs in the second box. Once you select the name and credit percentage for the other PIs please hit the green plus sign to add them. The credit percentage must equal 100% for all PIs.

c. At the bottom of the screen make sure the correct percentage is divided between the appropriate colleges in correlation to the credit percentages of the PIs.

8. Tab 4 – Documents
   a. Upload your Project Description/Narrative and any other document you want to include.

9. Tab 5 – Related Information
   a. In this section you can upload any research, agreements and disclosures related to the proposed project.

10. Tab 6 – Contractual
    a. If you are subcontracting funds to an agency then you need to add them to this section.
    b. Select the type of Agreement (sub-contract, consultant, collaborator, etc.)
    c. Click on the select agency button to add the correct agency. If they are not on the list then click the green add button at the top right to add the agency. Please make sure to fill out all the fields if known.
    d. Please indicate the amount of the subcontract.
    e. Hit save.

11. ERRORS: Once all sections have been filled out hit the submit button on the top left panel (right above the details tab).
    a. If you are getting a specific error something is missing, please update that section and hit submit again.
    b. If you get a general object error when you are trying to submit please make sure you browser is set to allow pop-ups and then try to resubmit.
    c. You may also receive an error if you are not using a compatible browser. Internet Explorer and Firefox have been designated as the compatible browsers to use when entering information into ARGIS.

**Approving a PTF into My Research**

1. Go to [https://argis.research.ucf.edu](https://argis.research.ucf.edu)
2. Click on Sign-on and put in your username and password.
4. Select the proposal title and then click the green accept button
5. The PTF now includes questions on Conflict of Interest. Please make sure to answer these questions and click accept.
6. Proposals should be run through iThenticate. This is done automatically when you are approving. Make sure to select you are running it automatically and to use the narrative you uploaded into the document section. Please review the results and indicate you accept the results in the PTF approval screen.