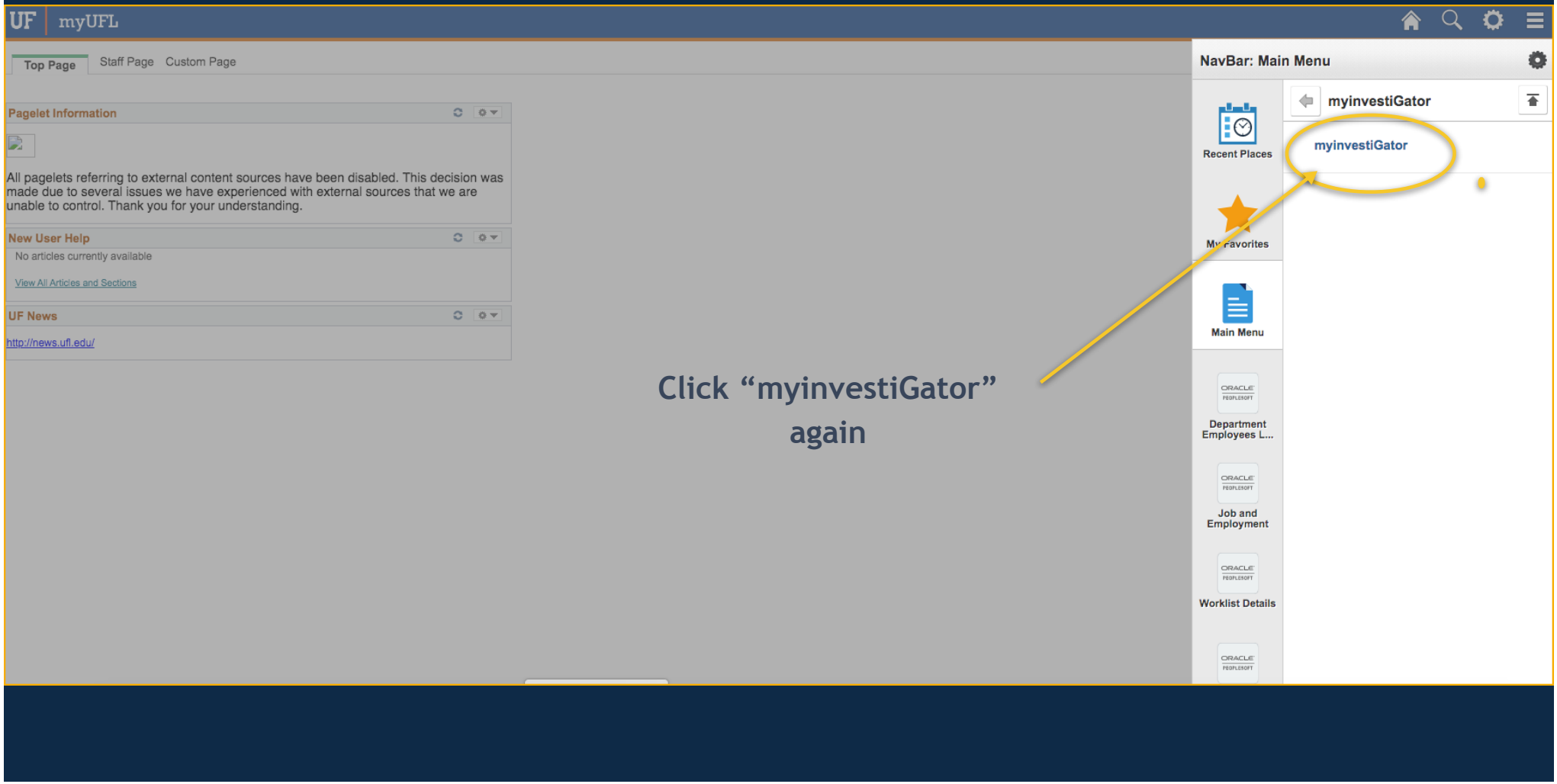
General Navigation using the UF “myinvestiGator” tool

myinvestiGator is a business intelligence tool specifically tailored to the needs of reviewing sponsored projects. It enables you to view customizable lists of sponsored projects and personnel.

UF myUFL
Top Page
Staff Page
Custom Page
Pagelet Information
ll pagelets referring to external content sources have been disabled. This decision was nade due to several issues we have experienced with external sources that we are nable to control. Thank you for your understanding.
New User Help
No articles currently available
View All Articles and Sections
JF News
ttp://news.ufl.edu/
From MyUFL, click on “Main Menu”, then “myinvestiGator”
NavBar: Main Menu
Recent Places
My Favorites
Main Menu
Department Employees L...
Job and Employment
Worklist Details
Budget Details
My Account
My Self Service
myinvestiGator
Calendars
Help
Local Interest
Quick Links
Search
Financials
Human Resources
Student Information System
MyUFMarket Admin
Microsoft PowerPoint


UF
myUFL
Top Page
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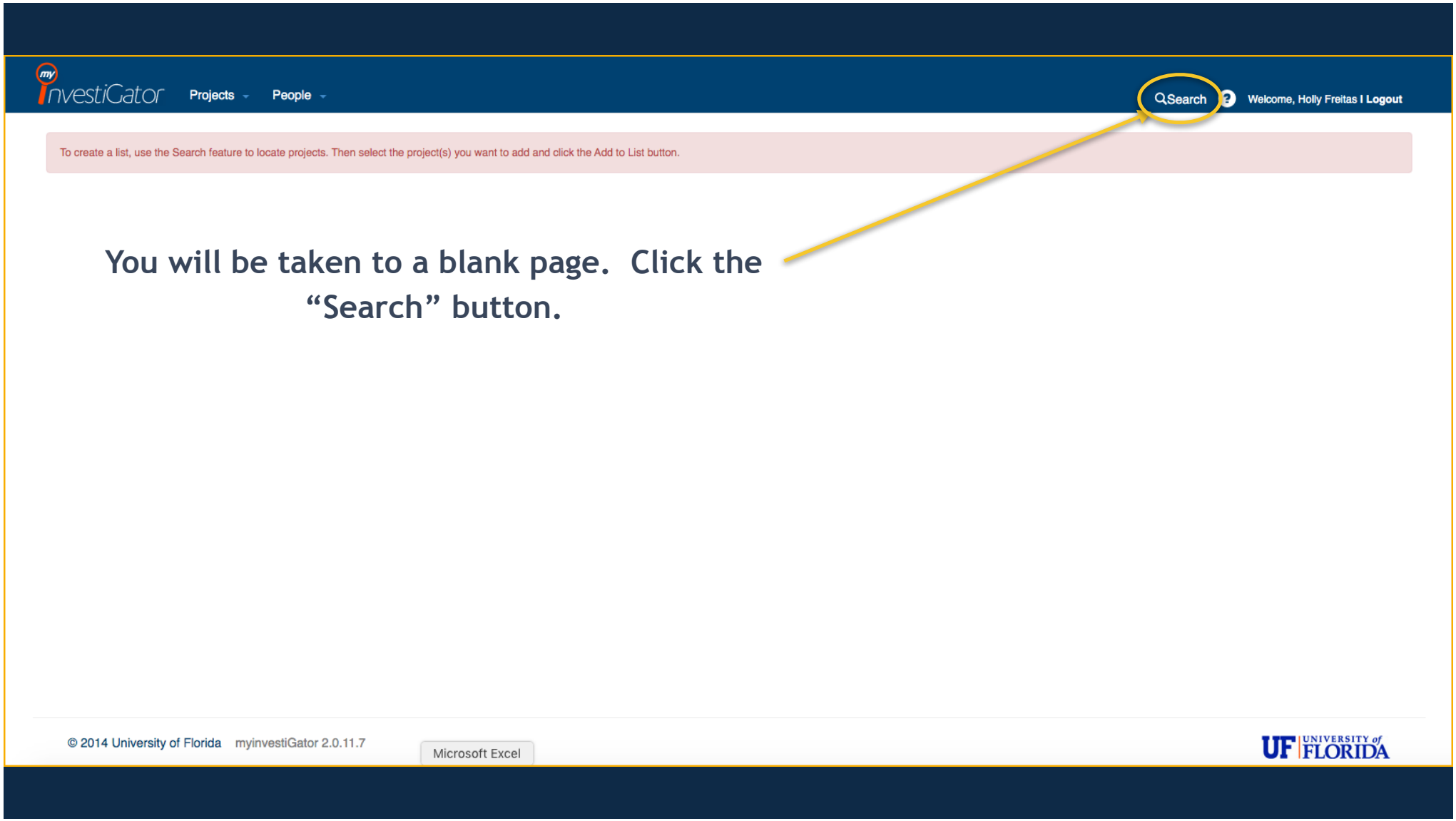
No articles currently available
View All Articles and Sections
UF News
http://news.ufl.edu/
NavBar: Main Menu
myinvestiGator
Recent Places
myinvestiGator
Main Menu
Department Employees L...
Job and Employment
Worklist Details
Click “myinvestiGator” again


myinvestiGator
Projects
People
Search
Welcome, Holly Freitas I Logout
To create a list, use the Search feature to locate projects. Then select the project(s) you want to add and click the Add to List button.
You will be taken to a blank page. Click the "Search" button.
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Microsoft Excel
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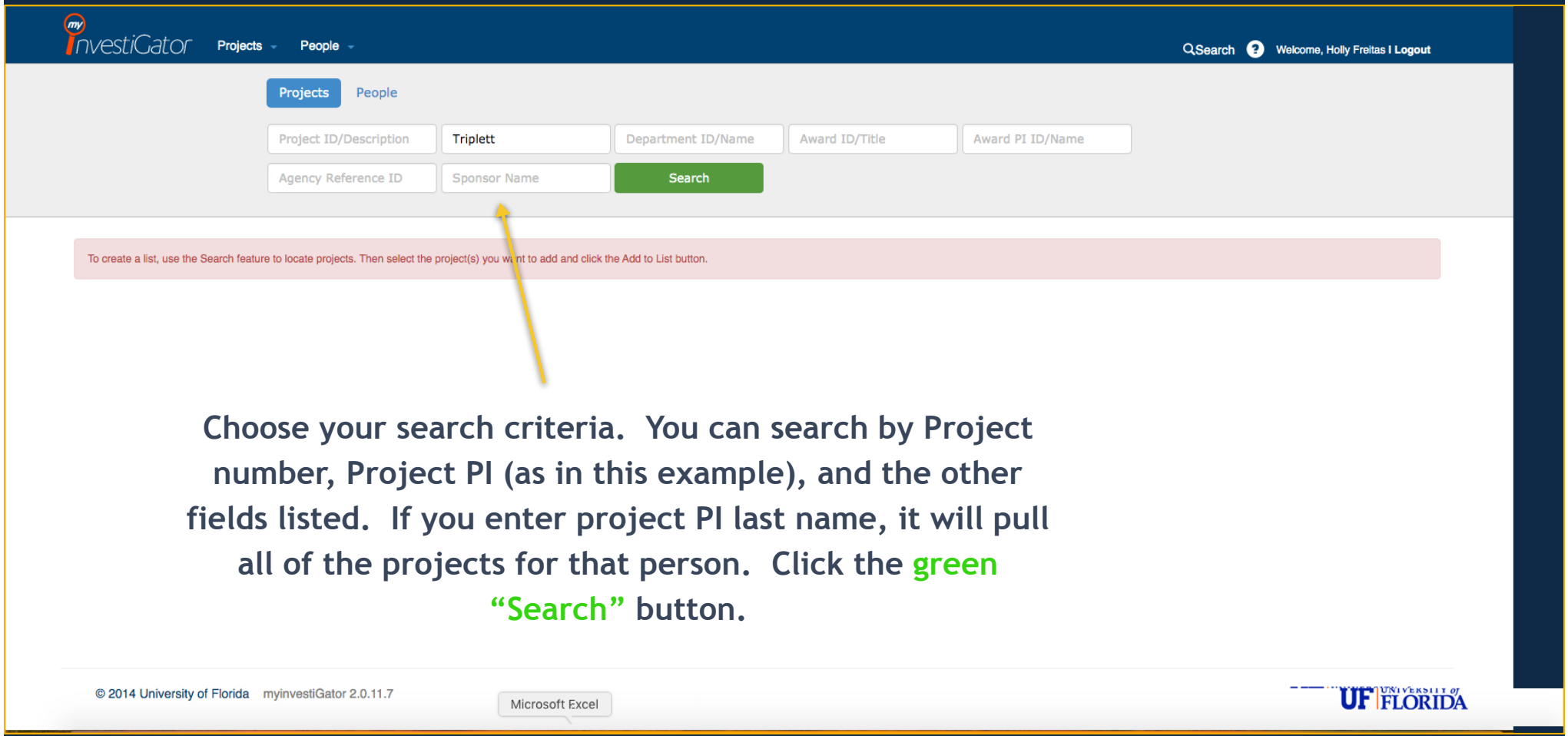
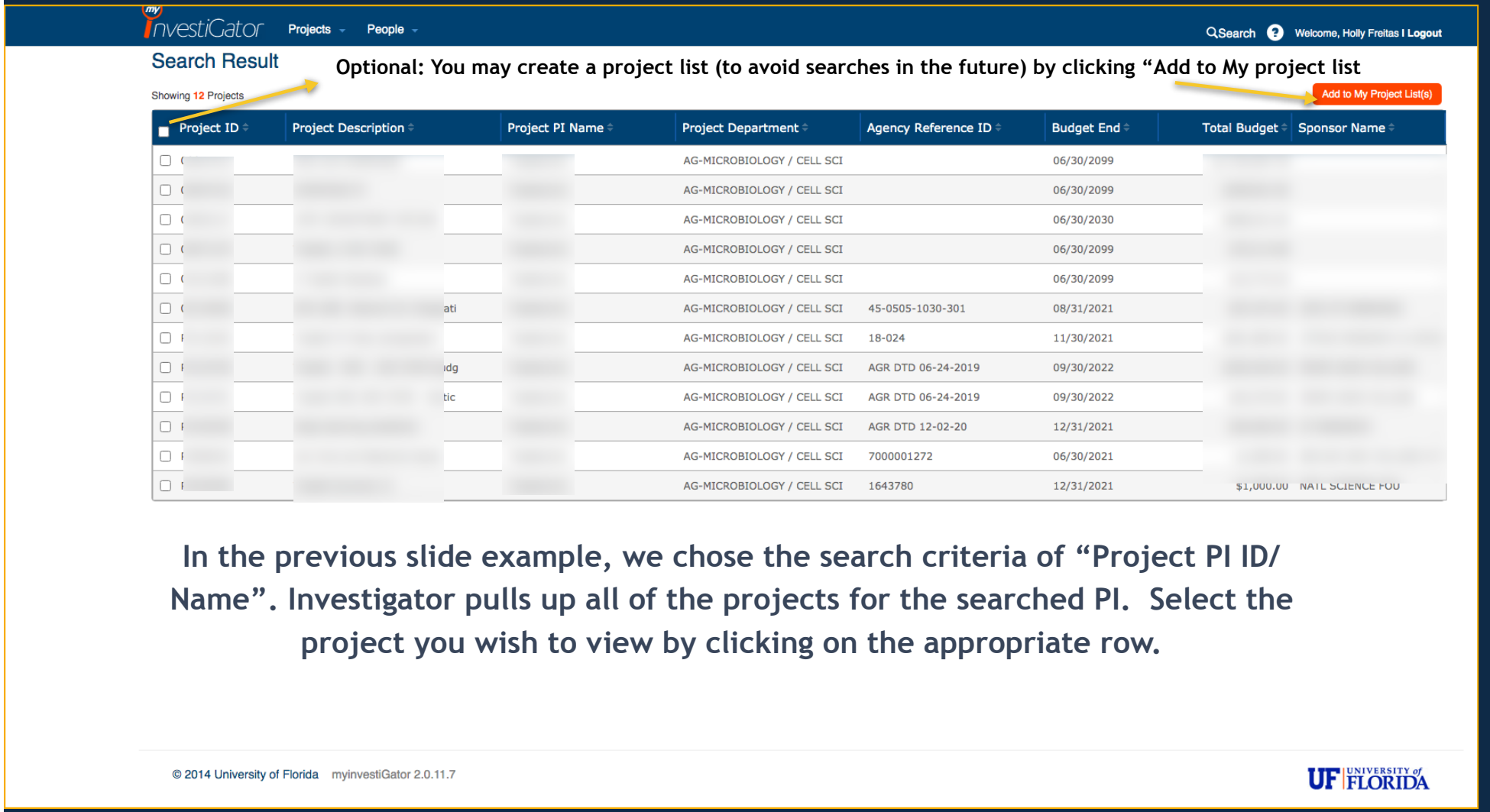


Choose your search criteria. You can search by Project number, Project PI (as in this example), and the other fields listed. If you enter project PI last name, it will pull all of the projects for that person. Click the green "Search" button.



In the previous slide example, we chose the search criteria of "Project PI ID/ Name". Investigator pulls up all of the projects for the searched PI. Select the project you wish to view by clicking on the appropriate row.

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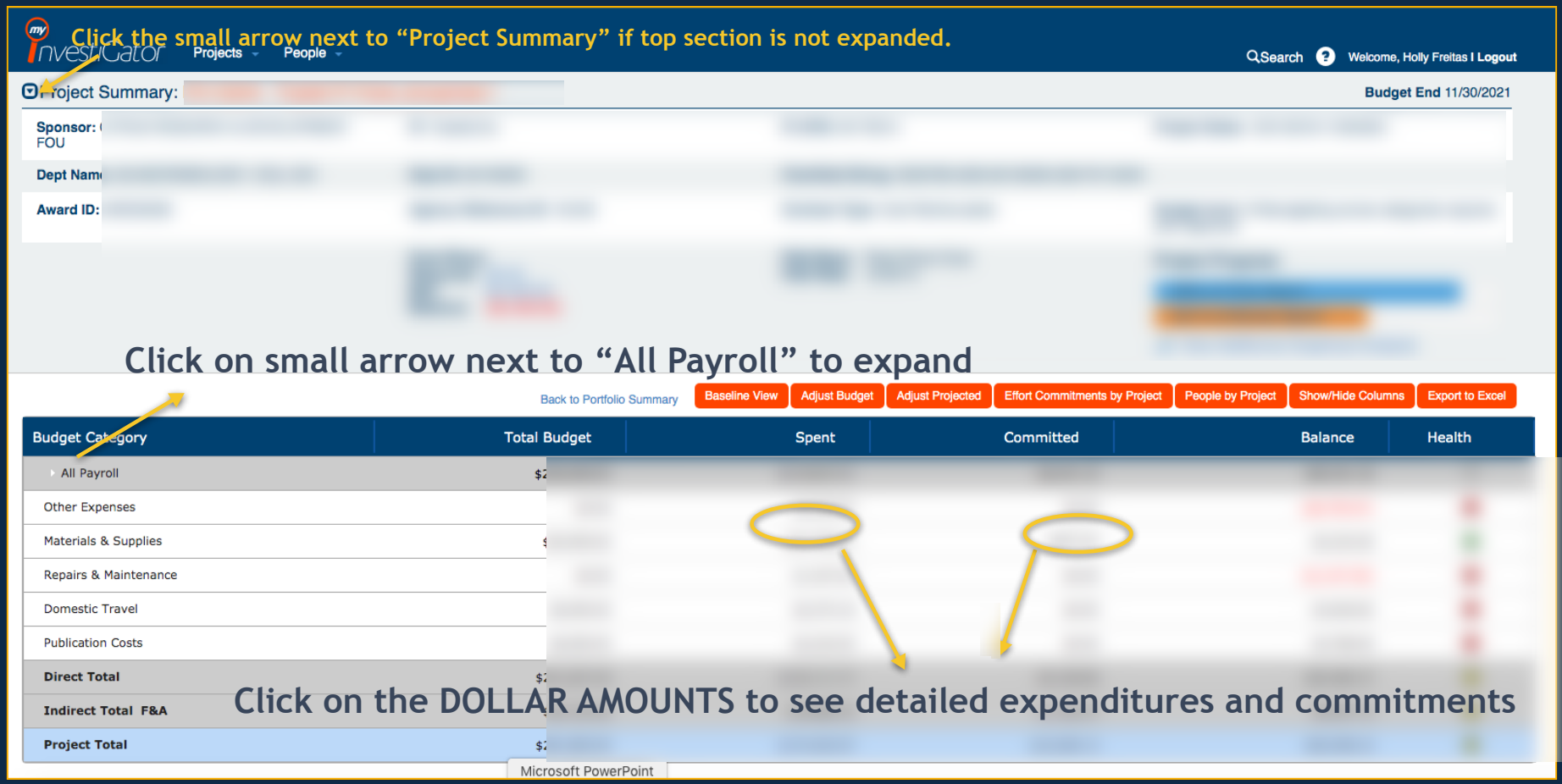
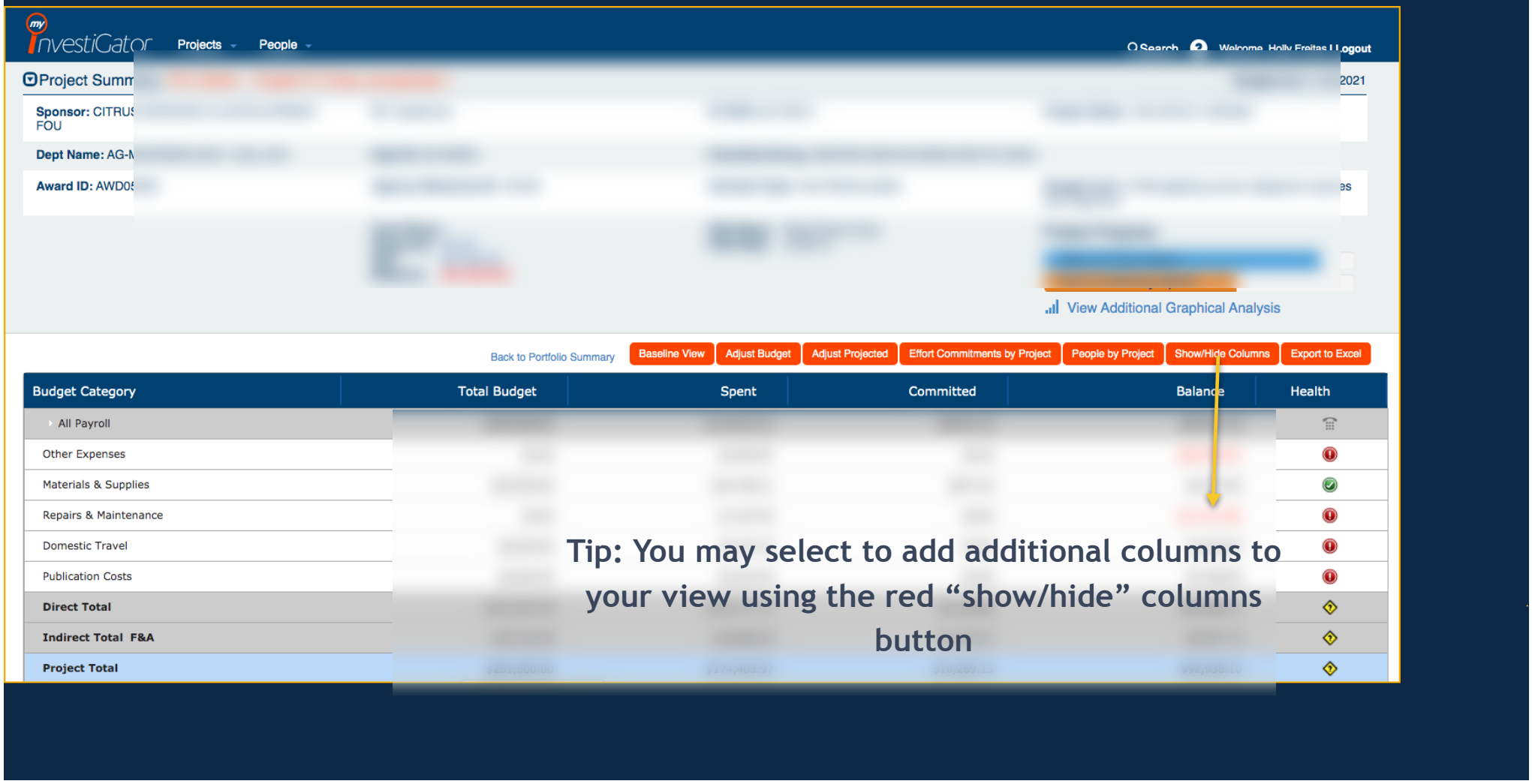
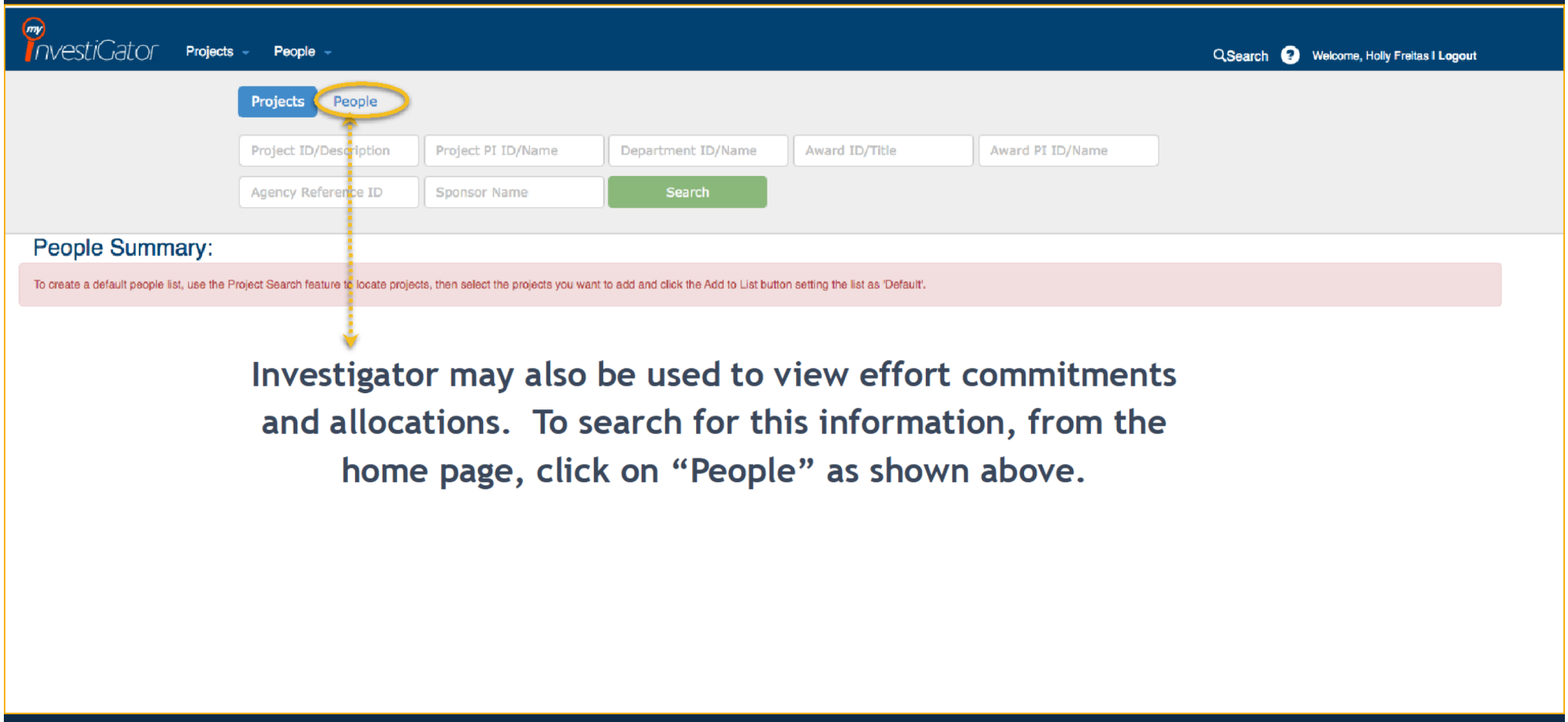
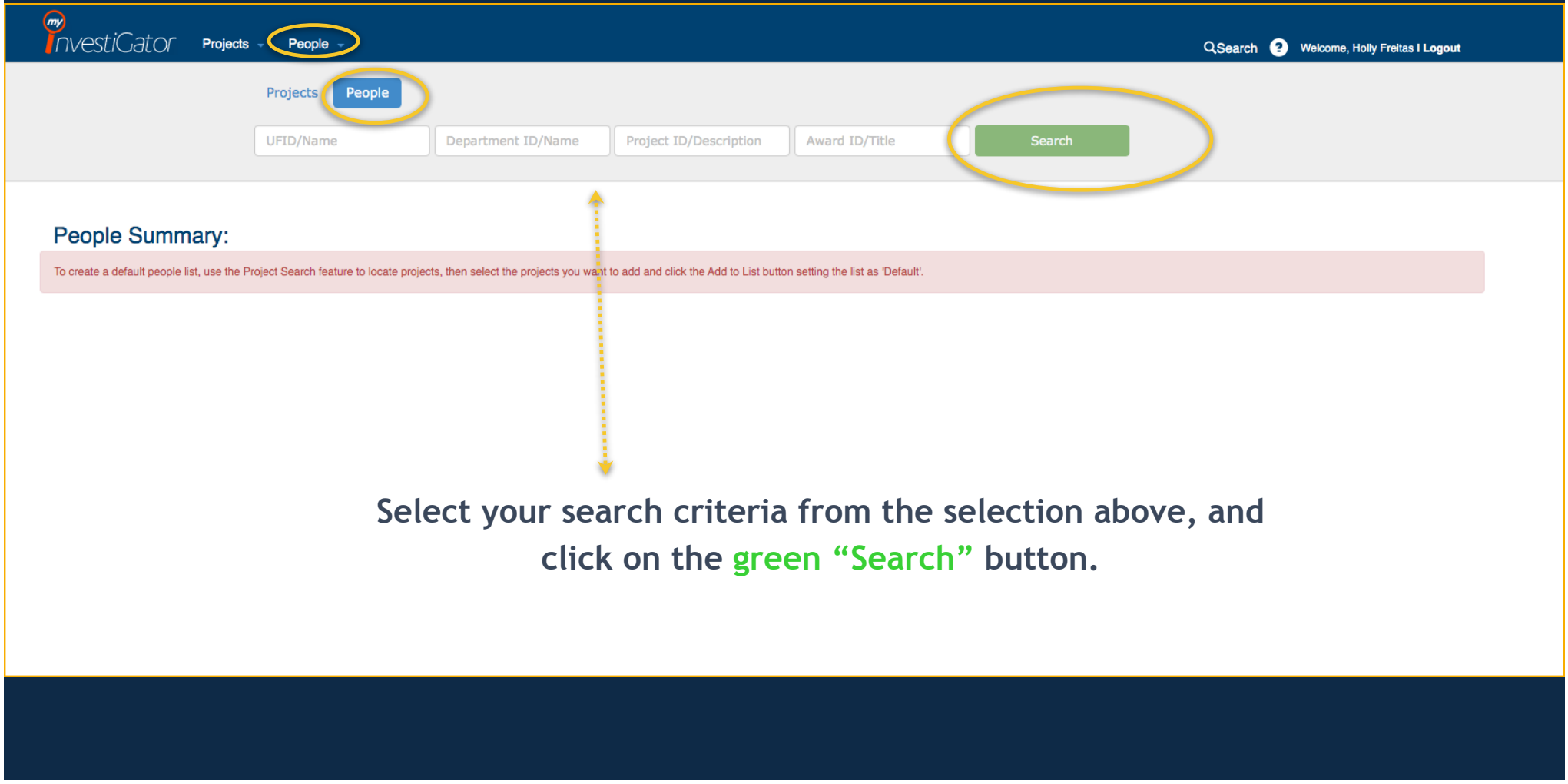

Click the small arrow next to “Project Summary” if top section is not expanded.
Projects
People
Search
Welcome, Holly Freitas I Logout
Budget End 11/30/2021
Sponsor:
FOU
Dept Nam
Award ID:
Click on small arrow next to “All Payroll” to expand
Back to Portfolio Summary
Baseline View
Adjust Budget
Adjust Projected
Effort Commitments by Project
People by Project
Show/Hide Columns
Export to Excel
Budget Category
Total Budget
Spent
Committed
Balance
Health
All Payroll
Other Expenses
Materials & Supplies
Repairs & Maintenance
Domestic Travel
Publication Costs
Direct Total
Indirect Total F&A
Project Total
Click on the DOLLAR AMOUNTS to see detailed expenditures and commitments
Microsoft PowerPoint


Projects
People
Search
Logout
Project Summ
2021
Sponsor: CITRUS
FOU
Dept Name: AG-M
Award ID: AWD05
View Additional Graphical Analysis
Back to Portfolio Summary
Baseline View
Adjust Budget
Adjust Projected
Effort Commitments by Project
People by Project
Show/Hide Columns
Export to Excel
Budget Category
Total Budget
Spent
Committed
Balance
Health
All Payroll
Other Expenses
Materials & Supplies
Repairs & Maintenance
Domestic Travel
Publication Costs
Direct Total
Indirect Total F&A
Project Total
Tip: You may select to add additional columns to your view using the red “show/hide” columns button

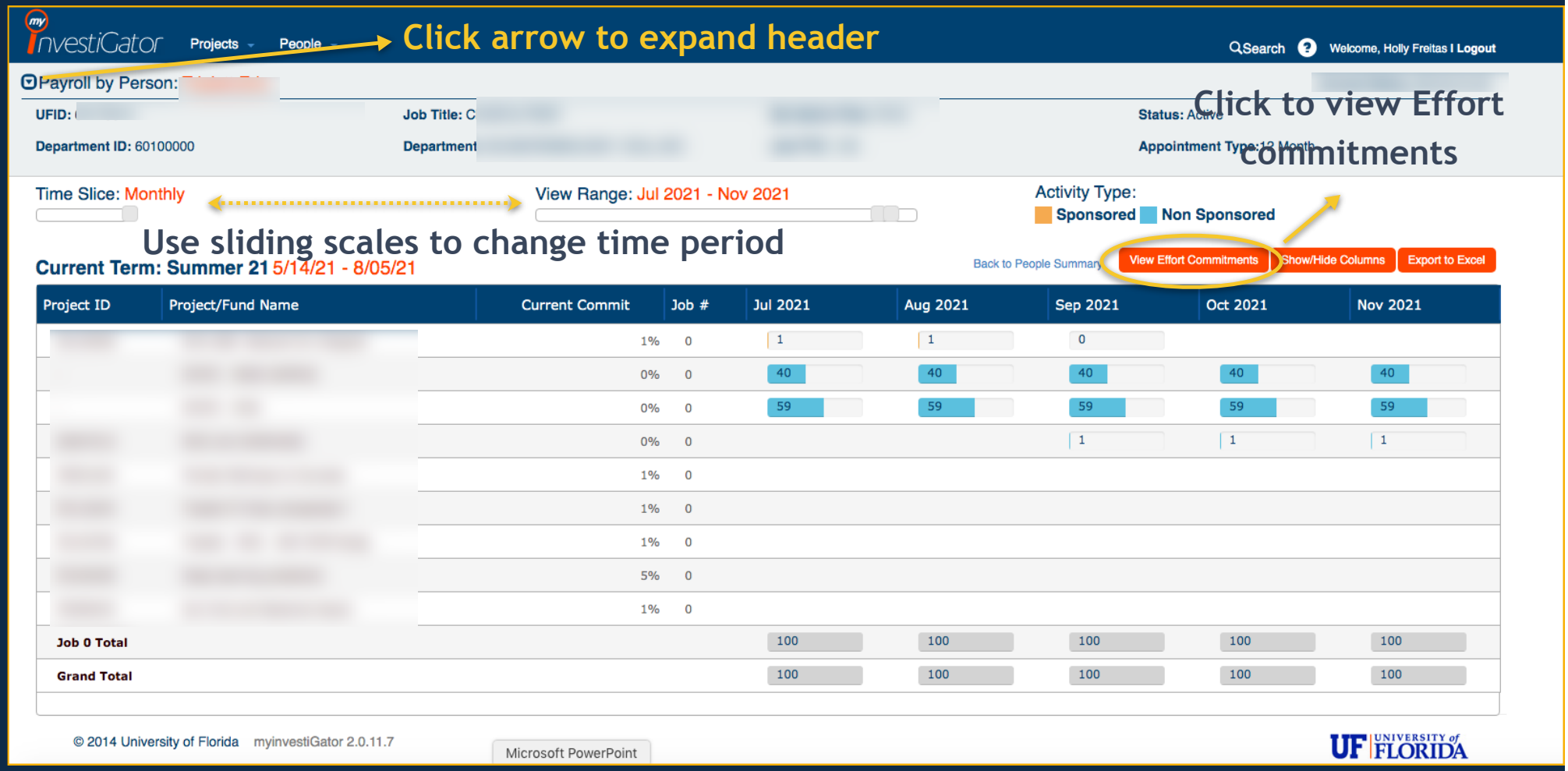
The following slides contain information on how to access the personnel commitments using myinvestiGator



Investigator may also be used to view effort commitments and allocations. To search for this information, from the home page, click on “People” as shown above.



Select your search criteria from the selection above, and click on the green “Search” button.


myinvestiGator
Projects
People
Click arrow to expand header
Search
Welcome, Holly Freitas I Logout
Payroll by Person:
UFID:
Job Title: C
Status: Active
Department ID: 60100000
Department
Appointment Type: 12 Month
Click to view Effort commitments
Time Slice: Monthly
View Range: Jul 2021 - Nov 2021
Activity Type:
Sponsored
Non Sponsored
Use sliding scales to change time period
Current Term: Summer 21 5/14/21 - 8/05/21
Back to People Summary
View Effort Commitments
Show/Hide Columns
Export to Excel
Project ID
Project/Fund Name
Current Commit
Job #
Jul 2021
Aug 2021
Sep 2021
Oct 2021
Nov 2021
1% 0 1 1 0
0% 0 40 40 40 40 40
0% 0 59 59 59 59 59
0% 0 1 1 1
1% 0
1% 0
1% 0
5% 0
1% 0
Job 0 Total 100 100 100 100 100
Grand Total 100 100 100 100 100
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Microsoft PowerPoint
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Additional Training Information

Additional UF instructions can be found here:
https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/financial-toolkits/grants/

Go to Training section (scroll down):
https://learn-and-grow.hr.ufl.edu/_media/myinvestiGator/help_contents_help_contents.html

Or, contact Sean York swyork@ufl.edu or Holly Freitas hfreitas@ufl.edu in the front office.