



Jumpstart Your Workday Journey

Grants Administrators

As a UF Grants Administrator, you manage the lifecycle of research and sponsored programs funding for your college and/or unit. Your responsibilities span pre-award activities such as budgeting for grant applications to post-award financial management of grant-funded projects, including compliance and reporting. You're a trusted fiscal partner, problem-solver, and the valued liaison between researchers, core business offices and funding agencies. We believe that you'll benefit from Workday's many streamlined processes and day-to-day workflows when UF goes live with the new platform in July 2027. As you prepare to help your colleagues adapt to Workday, we hope this guide will spark your interest in the changes to come and connect you with educational resources you can use and share.

New Ways of Working & Benefits of Workday

Here are some features we think you'll find interesting:

- The new system will enable award-centric views with the ability to drill through to more granular details (such as grant, object class and spend category) without the need to navigate to separate systems.
- Improved dashboards and real-time reporting will enable faster issue identification and more consistent status visibility.
- Units will have more direct visibility into outstanding accounts receivable for grants, eliminating the need to rely on ad hoc reports and correspondence with Contracts & Grants Accounting.
- Workday's Spend Restriction functionality will enable control of expenditures on specific grants/award lines by limiting allowable spend categories, improving the accuracy of charges to restricted grants.
- Business processes in Workday will document review and approval steps, providing more visibility, transparency and accountability to transactional workflows.
- A new Grant Manager role will receive transactions such as requisitions, spend authorizations, and payroll costing allocations to review and approve for increased oversight.





- UFIRST will remain the university's grant management and proposal routing tool. It will be retrofitted to integrate with the new Workday data.
- Subawards, cost share and program income will be distinct grant/award lines under each award.
- Grant Worktags are drivers, meaning other Worktags will automatically populate based on the grant, and as such, will streamline data entry.
- Spend validations will be built using grants hierarchies and special conditions, maximizing control on unique award requirements.
- In the new system, you will tag voluntary committed and mandatory cost share sources at the time of expense to ensure accurate tracking. This will provide real-time reporting and eliminate the need for manual cost-sharing forms.

How to Prepare

We encourage you to begin laying the groundwork now for the changes to come. Some recommended activities include:

- Visit the [Empowering UF website](#).
- Explore [Education & Resources](#):
 - Learn [about Organizations](#) in Workday and watch this [overview video](#).
 - Browse [Workday Demos](#).
 - GBAS [Grants Worktags](#) demo.
 - Understand the [Foundation Data Model](#) (FDM) — the backbone of Workday. Watch the [video, explore the current-to-future-state graphic](#), and review information on Worktags and [FAQs](#).
 - [Finance & Research](#): Explore Workday's finance and research [workflows](#), [terminology](#) and details on banking and settlement, accounting and budgets, expenses, grants and gifts.
 - [Grants](#): Review key Workday terminology in comparison to legacy terms.
 - [Human Capital Management \(HCM\) & Payroll](#): See what will change in self-service tools for benefits, compensation, recruitment, payroll and more. [Use the click-through graphic](#) to get familiar with Workday terminology.
- Connect with your college or unit representatives in the Empowering UF [Change Agent Network](#) of liaisons working with our Empowering UF Project Team.





- Subscribe to the [Empowering UF Newsletter](#) to stay informed now and throughout the transition.
- Consider taking some education courses to prepare for change and refresh key skills.
 - View the Training & Organizational Development [training calendar](#) and register on the [myTraining](#) portal.
 - **For professionals involved in grants management**, please visit [Research Administration & Financials \(RAFT\) Training](#) and [RAFT Certificate online courses](#).
 - UF provides faculty and staff with free access to LinkedIn Learning's more than 16,000 training courses available 24/7. Access the UF LinkedIn Learning login and FAQs [here](#).

