

CLAS OPT and PTR Template: Information and Office Hours

The college will hold office hours as described below to assist reviewees and chair with access to the OPT system and information on how to work within the “PTR Template” that faculty are required to download, review for accuracy, and, if necessary, correct. The college has limited ability to assist faculty in correcting errors in the data that pre-populates the Template. To address such errors (for example: missing evaluations for a class you taught; presence of graduate committee work that you don’t think you agreed to; incomplete or inaccurate grant amounts) you should connect with staff who can access the data directly as described below. Note that corrections to the data will require you to re-download the packet so that the correct numbers appear within it.

For information on how to address....

Errors in Effort Reporting (data pulled from PeopleSoft)

- The figures in the effort tables represent the effort you certified after the close of each semester during the period of performance. If you have questions about the effort reported, contact your [unit effort reporting coordinator](#).

Errors in Teaching Evaluations (data pulled from GatorEvals)

- If you have any questions as to the accuracy or completeness of the data, send a query to evaluations@ufl.edu and GatorEvals-Support@ufl.edu. Any inaccuracies must be corrected in the database in order for them to be permanent. If any corrections are made in the Evaluation database, you will need to save and reload the template again as a PDF file.

Errors in Graduate Committee Assignments (data pulled from GIMS)

- If you see an error in the PTR table of grad committees, [log into GIMS](#). If the information in GIMS is correct, contact Graduate School AD [Tom Kelleher](#) and request that the GIMS feed into OPT be corrected.
- If you see an error in the PTR table of grad committees and you see the same error in GIMS, contact the Graduate Coordinator in your unit and request that they work with the student who may have provided incorrect or incomplete information about your role.
- You will need to reload the template as a PDF file after updates are made in the GIMS database.

Errors in Sponsored Project reporting (data pulled from UFIRST)

- Some data has been imported from contract and grant records [from awards received at UF](#). If you find a discrepancy, please contact the Division of Sponsored Programs via email at ufawards@ufl.edu.

For information about how to access the OPT system and work with the “PTR Template,” please plan to attend one of the office hours below.

In-person meetings are strongly recommended for anyone struggling with the OPT system. Plan to arrive early to boot up your laptop and get on to Eduroam Wi-Fi.

Office hours for “heavy sponsored projects” will spend more time on specific questions related to correcting and formatting data on sponsored projects.

Date/Time	Location	Constituency	Topic
Tues, 9 April, 9-10 am	Dean’s conference room	Faculty – light sponsored projects	Accessing OPT system, working with “PTR Template”
Wed, 10 April, 9-10 am	Dean’s conference room	Faculty – light sponsored projects	Accessing OPT system, working with “PTR Template”
Thurs, 11 April, 2-3 pm	Dean’s conference room	Faculty—heavy sponsored projects	Accessing OPT system, working with “PTR Template”
Fri, 12 April, 9-10 am	Dean’s conference room	All faculty—light sponsored projects	Uploading materials to OPT
Mon, 15 April 1-2 pm	On Zoom https://ufl.zoom.us/j/99709502291?pwd=ajJlNWZSbEZhVUROMVpUblldqWk9lQT09	Faculty—heavy sponsored projects	Accessing OPT system, working with “PTR Template”
Tues, 16 April 9-10 am	Dean’s conference room	Faculty—heavy sponsored projects	Accessing OPT system, working with “PTR Template”
Wed, 17 April 9-10 am	Dean’s conference room	All faculty	Accessing OPT system, working with “PTR Template”
Thurs, 18 April, 12-1 pm	Dean’s Conf Room	All faculty	Uploading materials to OPT
Fri, 19 April, 9-10 am	Advancement Conf Room (TUR 2122)	All faculty	Uploading materials to OPT
Mon, 22 April, 11-12	On Zoom https://ufl.zoom.us/j/95669671559?pwd=ZnlqMSttMXNPZWRIsm9QUllwZlhCQT09	Chairs	Uploading chair assessment to OPT
Tues, 23 April 9-10 am	Dean’s conference room	Chairs	Uploading chair assessment to OPT
Wed, 24 April 9-10 am	Dean’s conference room	Chairs	Uploading chair assessment to OPT