

Huron Grants – Award Frequently Asked Questions

Below you will find answers to frequently asked questions about the Huron Grants software and related business processes for Award creation and management.

1. Which Award SmartForm pages are a Researcher or Department Administrator responsible for completing?

- Budget Reconciliation page
- Personnel Effort page
- Compliance Review page

Please refer to the Huron Grants Activities Swimlane Diagram for information on this process flow.

2. How can a Researcher or Department Administrator find help with the Award Budget Reconciliation Process?

Please refer to the UCF Huron Grants Reference Guide for Specialists in the Award Manage Office for additional information.

3. How can a Researcher or Department Administrator indicate that a deliverable is complete?

Follow the link to the Award Workspace, click the Deliverables link above the workspace and click the “Complete” button beside the deliverable to which you are assigned.



Note: The system does not prevent other users with edit permission on the award from “completing” other deliverables. The defined business process is that the assigned user will complete the deliverable and upload any documentation required. Please refer to the “UCF Huron Grants Reference Guide for Specialists in the Award Management Office”, Training Topic – How to Manage Deliverables for instructions.

4. When are deliverables created in Huron Grants and when are milestones created in PeopleSoft Grants?

All deliverables will be added to the Deliverables Award SmartForm page or via the “Manage Deliverables” activity in Huron Grants.

5. What types of awards are created in Huron Grants?

The type of award is determined by the selected Fund Code on the Financial Setup page of the award SmartForm. The available types include:

- Federal – Award sponsor is a federal agency
- State – Award sponsor is a state agency
- Private – Award sponsor is a business
- Program Income – Award sponsor is a federal agency
- In House – Award sponsor is UCF
- I4 Awards – Award sponsor is part of I4 specialized program



Note: Research projects related balance accounts, conferences and scholarships will be setup directly in PeopleSoft Grants and not in Huron Grants.

Please refer to the “UCF Huron Grants Reference Guide for Specialists in the Award Management Office”, Training Topic – Create an Award for instructions.

6. How are deliverables added to a converted award?

At initial go-live with Huron Grants, deliverables will need to be manually added to converted awards. Award Approvers in the Award Management Office can access a converted award and select the “Manage Deliverables”

activity on the Award Workspace. Specialists in the Award Management Office can choose the “Edit Award” action button on the Award Workspace and add them on the Deliverables SmartForm page. The system will generate an automatic email notification to the person to whom the deliverable is assigned based on the due date and frequency rules identified for the deliverable.

7. Which Award SmartForm pages are Award Management Office Administrators responsible for completing?

- General Award Information
- Related items
- Financial Setup
- Budget Allocations
- Terms and Conditions
- Deliverables
- UCF Award Additional Information
- Complete Award

Please refer to the Huron Grants Activities Swimlane Diagram for information on this process flow

8. How do Award Management Office Administrators know when to create a new award?

The Office of Research post-award workflow begins when a proposal is in the state of “Award Letter Received” and the assigned specialist is Mary Davis. From here, the proposal will be reassigned to the post-award specialist who will create the award from the proposal. Please refer to the Huron Activities Swimlane Diagram for further information on Award workflow.

9. How do Award Management Office Administrators perform award closeout?

The award closeout process for the Office of Research will require the specialist to whom the award is assigned to first close the award in PeopleSoft Grants and then in Huron Grants. Navigate to the Award Workspace and select the “Complete” activity.

10. When do Award Management Office Administrators need to create a designated review for an award?

The Office of Research post-award workflow includes creating and submitting designated reviews once the Award SmartForm has been finalized by the specialist and is in a state of Draft. The specialist will create a designated review and assign it to a post award QA analyst to review the award setup. Once complete, the Post-award QA analyst will complete the review and the award will return to the assigned specialist. Please refer to the Huron Activities Swimlane Diagram for further information on Award workflow.

11. How do Award Management Office Administrators create a pre-award spending account?

A pre-award spending account is an award set up before the actual award is received. The proposal specialist will mark the proposal as “Award Anticipated” and assign Mary Davis as the specialist. From here, the proposal will be reassigned to the post-award specialist who will create the award from the proposal. When the award is created, the specialist will need to select “Advance Account” for the “Authorization” question on the Budget Allocations award SmartForm page. Please refer to the “UCF Huron Grants Reference Guide for Specialist in the Award Management Office,” Training Topic - How to Create an Award Modification for additional information.

12. How are donations for the Research Foundation (RF) set up on an award?

Donations for RF are captured by selecting incurred as the product on the UCF Award Additional Information SmartForm page.

13. How do I transition a pre-award (advanced account) to an award?

Create an NGA Revised Award modification.

14. How are donations for the Research Foundation (RF) set up on an award?

Donations for RF are captured by selecting “As Incurred” as the Product on the UCF Award Additional Information Award SmartForm page.

15. When can I use No Cost Extension (NCE) funding?

These are types of award modifications where a change is required to extend an award period beyond the original award end date, which will allow the original scope of work funded by the sponsor to be completed. A no cost extension would result in a change to the last allocation end date and the overall award end date.

16. For which types of award changes are ancillary reviews required?

Changes to awards that require ancillary reviews include renewals, revisions and resubmissions. Please refer to the “UCF Huron Grants Reference Guide - How to Manage Ancillary Reviews” for additional information.

17. How are early terminations on awards managed?

Awards that require early termination are managed using the early termination award mod type.



Note: Since the overall state of an award is changed to “Terminated” when an early termination modification is approved, the Award Management Office Specialist will need to start the closeout process in PeopleSoft before approving the award modification in Huron Grants.

18. What are the different types of award modifications?

a. Revision/Supplement

Modification when a change to an existing award needs to be made due to revised or supplemental funding from the sponsor.

i. Supplemental funding would result in changes to:

1. The supplement (revision) proposal being associated/selected on the award modification
2. The creation of a new financial account and a new allocation for the supplemental funding
3. Budget reconciliation for the new financial account

b. No Cost Extension

Modification to extend an award period beyond the original award end date to allow the original scope of work funded by the sponsor to be completed.

- i. Approval for this type of change is determined by sponsor requirements captured in Terms and Conditions.
- ii. A no cost extension would result in a change to the last allocation end date and the overall award end date.

c. Re-Budget

Modification to redistribute funds from one budget category to another.

- i. Many sponsors allow for budget reallocation up to a certain percentage. Some require approval for redistribution past a certain percentage. Approval for this type of change is determined by sponsor requirements in the Terms and Conditions.
- ii. A re-budget modification would allow for an action to be taken only on allocation already in the status of authorized.

d. Continuation

Modification similar to a Revision/Supplement mod where a multiple year award must get approval for each new period vs. receiving all of the award upfront.

- i. A continuation modification may be a deliverable on the original award.
- ii. Approval for this type of change is not typically required.
- iii. A continuation modification would require:
 1. The continuation proposal be associated/selected on the award modification
 2. An action be taken on a not-authorized allocation to make is authorized
 3. Budget reconciliation for the newly authorized allocation

e. Carryover

Modification similar to a re-budget mod except the funds are moved from one year to the next rather than between budget categories.

- i. Approval for this type of change is determined by sponsor requirements captured in Terms and Conditions.
- ii. A carryover modification would mean the user takes an action on already authorized allocations on the budget reconciliation page to adjust the budget down on one allocation and up on the second allocation.

f. NGA (Notice of Grant Award)

Modification used when an award account was set up ahead of time or for pre-spending and the actual received award is different than what was set up.

- i. Approval for this type of change is not required.
- ii. This type of modification could impact existing allocations or new allocations on the previously created award.

g. Budget Allocation Correction

Modification where the Office of Research may want to change how the award was set up or submit a correction.

- i. This type of modification will be set to match the amount awarded for the project.
- ii. Approval for this type of change is not required.

h. Early Termination

Modification for an award that will end before the expected end date.

- i. Reasons for early termination can include Transfer out, fund next competing segment, accept other offer, termination without future years and PI/Fellow left institution.
- ii. Need to determine approval process for this type of change.

i. Demographic Changes Only

Need additional information on this type of modification.

- i. Types of demographic changes can include sponsor change, personnel change, T&C change, and compliance updates.

Please refer to the “UCF Huron Grants Reference Guide for Specialists in the Award Management Office,” Training Topic – How to Create an Award Modification for further information.

19. How does an Award management Office Specialist finalize an Award or an Award Mod in Huron Grants?

Please refer to the “UCF Huron Grants Reference Guide for Specialists in the Award Management Office” for additional information.

20. How does an Award Management Office Specialist create an award modification?

Please refer to the “UCF Huron Grants Reference Guide for Specialists in the Award Management Office,” Training Topic – How to Create an Award Modification and the Award Modification process flow diagram for instructions and information on this process.

21. How is funding from a supplemental proposal managed?

Typically, a supplement is set up as an award mod on an existing award. Please refer to the “UCF Huron Grants Reference Guide for Specialists in the Award Management Office,” Training Topic How to Create an Award Modification for instructions on creating a Revision/Supplement award modification.

22. How will access to converted Master Agreements be managed?

Converted Master Agreements will be displayed as one project with multiple financial accounts in Huron Grants. Specialists will adjust the read/write permission on Master Agreements to Specialists and Global Grants Viewers only. PIs will monitor their accounts associated with a Master Agreement through PARIS.

23. How are mod requests for accounts on a converted Master Agreement created?

Mod requests for converted master agreements will need to be managed outside of the Huron Grants application through email. Once the requests have been approved, the Award Management Office will create the mod request in Huron Grants.