

Use this form to request to add a new customer or update an existing customer.

For Huron Grants, attach the completed form to the proposal and create an ancillary review to the designated UCF or RF Customer Steward defined below:

- UCF Customer Steward = Maria Wick (including sponsored research even if submitting party is RF)
- RF Customer Steward = Rose Carpenter (for RF proposals entered for donations, sponsorships & service agreements only)

For all other Huron modules, email the form to OSPSPonsor@ucf.edu.



Note: Before requesting a new customer (sponsor) in Huron, please ensure you are searching properly by using Huron's "wild card" search feature by entering a "%" sign before and after the key word(s) you are searching for. For example, to search for the US Department of Agriculture, search for "%agriculture%". You can also search for acronyms such as "%NSF%" or "%NASA%".

Huron ID(s) _____

Business Unit UCF ☐ Research Foundation ☐

Customer Information

New ☐ Update ☐ Customer ID: _____

Customer Name: _____

Address (Line 1): _____

Address (Line 2): _____

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Ext. _____

Website: _____

Customer Contact Information

No Customer Contact Available ☐

Note: For Huron Grants, this is the financial contact.

First Name: _____ Last Name: _____

Title: _____ Email: _____

Address (Line 1): _____

Address (Line 2): _____

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Ext. _____

Preferred Communication: Email ☐ Phone ☐ Standard Mail ☐

Submitted By

First and Last Name: _____ Date Requested: _____

Email: _____ Phone: _____

For additional assistance, please reach out to GRITServiceDesk@ucf.edu.