



TO: HRS Planning and Prioritization Committee Business Unit Owners

DATE: December 12, 2019

RE: HRS Enhancement Request SOP

The Vice President for Research and the Dean of the College of Graduate Studies has allocated a pre-approved budget amount for improvements to the Huron Research Suite (HRS) modules. These improvements are typically identified as customizations and therefore are not included as part of the existing functionality provided in the delivered software. This budget facilitates on-going support to ensure business operations remain and gain effectiveness and efficiencies the system was intended to provide.

The budget is intended to be used on an as-needed basis. Prioritization of the work will be completed by the Huron Research Planning and Prioritization Committee (HRPPC), then submitted by the Associate Vice President of Research to the Vice President for Research and Dean of the College of Graduate Studies for final approval. This framework is intended to streamline and accelerate the process of completing these improvements by having funds available, when needed, and based upon the process in this SOP.

The HRPPC is a group of business owners within the Office of Research, along with members from a set of departments, and chaired by the Associate Vice President of the Office of Research. The HRPPC is charged with the sustainment and continuous improvement of the HRS electronic research administrative (eRA) system. Leveraging data driven decision-making, the committee is asked to recommend improvements to the system, based upon a set of agreed upon criteria established in the best interest of the institution.

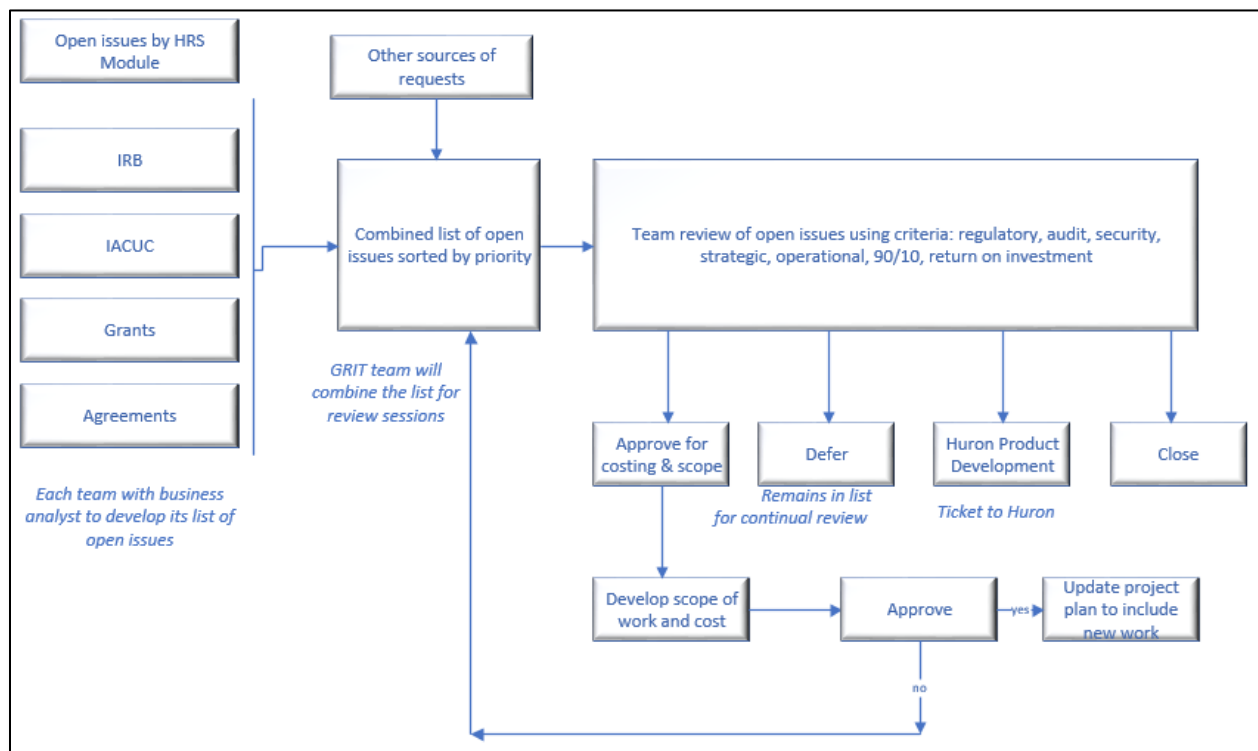
Please submit enhancement requests to GRITServiceDesk@ucf.edu.

A Business Analyst will coordinate with you to gather additional information and determine next steps.

Requests are triaged according to the following criteria:

- Regulatory – Federal, state, local, accreditation
 - New compliance regulations
- Audit – Findings or recommendations from audits
 - Segregation of duties
- Security
 - Physical or cyber security
- Strategic – Directives that have an institute-wide impact
 - \$250 Million Research Goal
- Operational – Necessary to sustain reliable and dependable systems
 - Vendor driven upgrades
- 90/10 Rule
 - Population impact versus cost
- Return on investment
 - Increase PI satisfaction and service delivery

Planning and prioritization of enhancement requests will be triaged according to the following decision routing and criteria process:



The Business Units are represented as follows:

- Chair – Dorothy Yates
- Business Unit Owners –
 - Director of Research Development: Debbie Reinhart
 - Pre-Award Office: Jennifer Shambrook, Celeste Rivera-Nunez, Stephanie Rodriguez-Makhlouf
 - Post-Award Office: Michelle Greco, Mary Davis, Brenda Jackson
 - Subawards Office: Tameria Mace
 - Contracts Office: Jane Gentilini, Amber Thorne
 - IRB Office: Renea Carver, Gillian Bernal
 - OAW: Cristina Calcano, Debbie Altomare
 - Compliance: Doug Backman, Daniel Sierra, Sarah Farrell
 - Research Foundation: Kim Smith
 - Proposal Development: Josh Roney
 - DARF: Tamara Gabrus, Greg Norris
- GRIT –
 - Business Services – Chad, Macuszonok, Chris Meholic, Jen Walters, Christine Silver, Wil Cornelio, Nick Rufrano, Lidya Abdelmalak
 - Reporting & Analytics – Jason Kuhns