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

1. **How do users access Huron Grants?**

   All solutions in the Huron Research Suite (HRS) can be accessed from: https://apps.research.ucf.edu/

2. **Where can users find Huron Grants training resources?**

   Within the Huron Grants system, the "Help Center" contains FAQs, reference guides and videos which include step-by-step instructions on how to use the system. You can access the Help Center by clicking the "Grants" tab in the top navigation and then clicking the "Help Center" link.

   Additional reference documentation can be found on the Project Wahoo site at https://wahoo.research.ucf.edu.

3. **Who can view award information in Huron Grants?**

   The assigned PI and project personnel who are assigned to the award as readers or editors.

   Note: Department Administrators listed as proposal administrative contacts are automatically added to awards with editor access.

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

   - Budget Reconciliation page
   - Personnel Effort page
   - UCF Award Additional Information page (**Question 2. and 4. Only**)
   - Compliance Review page

   Please refer to the "UCF Huron Grants Reference Guide for the Research Community, How to Manage Awards" document available in the Huron Grants Help Center for additional information.

5. **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 the Research Community, How to Manage Awards" document available in the Huron Grants Help Center for additional information.

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

   Award deliverables can be completed from the award workspace on the Deliverables tab. 30 and 90 day reminders are sent prior to the due date to remind the assigned "Responsible Party" and "Additional Staff" that they have tasks to complete. Those listed on deliverables must also be listed as an editor or reader on the award in order to access the deliverable and receive the reminder notifications.

   Please refer to the "UCF Huron Grants Reference Guide for the Research Community, How to Manage Deliverables" document available in the Huron Grants Help Center for additional information.

7. **How are deliverables added to an award in Huron Grants?**

   All deliverables for awards are added by the Award Management Office.

8. **How are readers/editors added or removed from awards?**

   Huron Grants users outside of the Office of Research must be assigned as a reader or editor to view/edit a specific award. Users who already have access to the award can use the "Manage Guest List" activity to add or remove readers or editors.

📝 *Note: Departments adding new personnel (or removing personnel) can use this activity to add or remove users to records in Huron. If there are more than 50 records to be updated, contact the GRIT service desk (GRITServiceDesk@ucf.edu) specifying the College or Department to which the users need to be added (or removed), the names and employee IDs of the new personnel and if they require viewer or editor access so GRIT can update the records using a bulk upload.*

9. **When can ancillary reviews be created for an award record?**

   The Ancillary Review activity is only available in the following states:

   - **Proposal:** Draft, Department Review, Department Review: Pending Changes from PI, Specialist Review, Specialist Review: Pending Changes from PI, Final SPO Review, Pending Sponsor Review

   - **Award:** Draft, Designated Review, Designated Review – Response Pending, Final Review, Designated Review Requested, Final Review – Response Pending, Advance Account

   - **Award Modification:** Draft, Designated Review, Designated Review – Response Pending, Final Review, Designated Review Requested, Final Review – Response Pending.

10. **How is information updated on an active award?**

    If changes need to be made to an active award, PIs and Department administrators will create an Award Modification Request from the Award Workspace to ask the Award Management Office to make the changes. Provide as much detail as possible in the request so that Award Specialists know what is expected in the change.

    Please refer to the "UCF Huron Grants Reference Guide for the Research Community, How to Request an Award Modification" document available in the Huron Grants Help Center for additional information.

11. **How can Department Administrators view Award Modification Requests (AMRs)?**

    The "UCF Award Modification Requests Report" on the "Custom Reports" tab of the "Reports" tab in Huron Grants pulls any pending award modification requests.

12. **How are Master Agreements managed?**

    - New Master Agreements are setup in Huron Grants just like any other new award.

    - Converted Master Agreements where a new proposal and award need to be created are set up in Huron Grants like any other new proposal and award.

    - For converted Master Agreements where a new financial account needs to be created or an existing financial account needs to be modified, the Award Specialist will create a new award off the existing proposal. When this occurs, the Award Specialist will need to contact the Research IT (GRITServiceDesk@ucf.edu) who will reach out to the department to update credit split information in ARGIS.

13. **How will access to converted Master Agreements be managed?**

    Converted Master Agreements are displayed as one award with multiple financial accounts (projects) in Huron Grants. If a new financial account (project) needs to be created, a new child award will be setup and associated to the parent Master Agreement award.

    PIs can monitor their accounts associated with a Master Agreement through PARIS at https://apps.research.ucf.edu.

14. **How are credit splits managed on new Master Agreements and converted master agreements that require a new proposal to be created?**

When a new Master Agreement award is created, Department Administrators will create an ancillary review with a completed "UCF Researcher Credit Split Form" attached and assign it to the designated Credit Split analyst as specified on the Huron Grants Office of Research Ancillary Review Contacts table at the end of this document.

15. **How are credit splits managed?**

    - For new awards, credit splits are managed in Huron Grants. Department Administrators will create an ancillary review with a completed "UCF Researcher Credit Split Form" (found on https://wahoo.research.ucf.edu) attached and assign it to the designated Credit Split analyst as specified on the Huron Grants Office of Research Ancillary Review Contacts table at the end of this document.

    - For converted awards, credit splits are managed in ARGIS. The Department Administrator will need to contact the GRIT service desk (GRITServiceDesk@ucf.edu) to request credit split updates in ARGIS.

16. **Why would a credit split be displayed differently in PARIS than in Huron or ARGIS?**

    Credit Splits are captured in Huron on new awards and in ARGIS on converted awards. Changes made in Huron or ARGIS will not appear in PARIS until the following day. If no change has been implemented, contact the Research IT Help Desk (GRITServiceDesk@ucf.edu) to determine if the issue is with Huron, ARGIS or PARIS.

17. **How is the amount returned to departments for indirect overhead calculated?**

    Facilities and Administration Costs (F&A, overhead, indirects) are returned to units on a bi-annual basis based upon a pre-determined formula that is adjusted every six months. From the F&A costs collected, an amount is taken "off-the-top" to support certain approved sponsored research expenses. The remainder is then split 55% to the Office of Research and 45% to the College/Unit that generated the F&A. The percentage of return to departments for converted awards is determined by the Indirect Spit in ARGIS. For new awards set up in Huron, 100% of the return goes to the primary department identified on the project.

    Please contact the CFO in the Office of Research for additional information.

18. **Do award modification requests need to be created for NSF no cost extension requests?**

    The purpose of award modification requests are to alert the Award Specialist that an award modification needs to be created. The existing process is required and serves as that notification; therefore, an additional award modification request does not need to be created in Huron.

19. **How will Research Development Awards be set up?**

    The winning college or department will need to create an internal UCF sponsored proposal in Huron Grants and submit that proposal according to standard business practices. The Award Management Office will set up the award once the proposal is complete.

    Please refer to the "UCF Huron Grants Reference Guide for the Research Community, How to Manage Proposal Submissions" document available in the Huron Grants Help Center for additional information.

20. **How does the research community request a re-budget (budget transfer) or a no cost extension to an existing active award?**

    The research community will need to create an Award Modification Request in Huron if they need a re-budget (budget transfer) or a no cost extension to an existing active award. The request allows the research community to enter comments and attach supporting documents. The research community can continue to attach the existing documents (forms) for the NCE request and the re-budget (budget transfer) request by attaching those documents to the Award Modification Request in the system and submitting the request. These forms can be found on the Office of Research website (https://www.research.ucf.edu/Research/Forms.html).

21. **Who can edit an award in the Department Edit state?**

    All people defined as editors on an award will see the award in their Huron Inbox when the state is "Department Edit". Any of these users can complete the department part of the award SmartForm and then submit to Specialist.

22. **How are attachments on a record updated?**

    Huron has several ways to upload, revise, and review documents on proposals and awards depending on where the original document was attached to the record. Please refer to the "UCF Huron Grants Reference Guide for the Research Community, How to Manage Documents on Proposal and Awards" document for further information.

23. **How are EP and VPORG Codes captured on an award?**

    EP Codes are functional expense categories defined by the State of Florida that represent the material portion of the activity attributable to the project or department. These codes are used by UCF Division of Finance and Office of Research for state and federal financial reporting. VPORG is a functional reporting structure defined by UCF that allows for the rollup of divisions within UCF. Both are captured on the UCF Award Additional Information Award SmartForm page.

    Please refer to the "UCF Huron Grants Reference Guide for the Research Community, How to Manage Awards" document available in the Huron Grants Help Center for additional information.

24. **When should Environmental Health and Safety (EH&S) be notified on an award?**

    If the answer to any of questions 4, 5 or 6 on the Compliance Review Award SmartForm page are "Yes" or there are elements of the award where EH&S feedback would be helpful, the Department Administrator should create an ancillary review of type "Other" for the PI and for the EH&S contact as defined on the Office of Research Ancillary Review Contacts table at the end of this document.

25. **How does the Award Management Office know that an award needs to be created?**

    If the PI/Department receives notification of an award that is a Federal Grant, they will send an email to osp@ucf.edu and attach the Award Letter to the email. They will then use the "Add Comment" activity on the proposal to note that the document was emailed to osp@ucf.edu.

    If the Proposal Support Office receives notification of an award that is a Federal Grant, the Proposal Manager will update the state of the proposal to "Pending Sponsor Review Award Anticipated" and will assign the proposal to the Award Specialist for next steps.

    If the Award Management Office receives notification of an award that is a Federal Grant, the Award Manager will forward to the correct Award Manager.

    If the award is not a Federal grant, the person who receives the award notification will create an Agreement in Huron Agreements and link it to the proposal record in Huron Grants. Once the contract is active in Huron Agreements, the Contract Manager will notify the Award Management Office that the award is ready to be setup in Huron Grants.

    Please refer to the "UCF Huron Reference Guide for the Research Community, New Award Lifecycle between the Pre-Award, Post-Award and Contracts Office" document for additional information on handoff between departments and the Office of Research.

For Central Office Staff Only

26. **Which Award SmartForm pages are Award Specialists responsible for completing?**

    - General Award Information
    - Related items
    - Financial Setup
    - Budget Allocations
    - Terms and Conditions
    - UCF Award Additional Information (**Questions 1. and 3. Only**)
    - Deliverables

    Please refer to the "UCF Huron Grants Reference Guide for the Research Community, How to Manage Awards" document available in the Huron Grants Help Center for additional information.

27. **When do Award Specialists need to create a designated review for an award?**

    Designated review is an optional review in the workflow used for Quality Assurance purposes. The Award Management Office leadership will advise when this review is required in the award workflow.

28. **How is the PI updated on an award?**

    The Award Specialists can use an award modification to update the PI on an award.

    If a project PI needs to be updated on an award, the Award Specialist needs to verify that the award modification is approved and then contact the Research IT Help Desk (GRITServiceDesk@ucf.edu) to have the project PI updated. Once this is complete, the Award Specialist will update the PI on the project in PeopleSoft.

29. **Can an Award Modification be deleted?**

    No. An Award Modification that is not approved can be withdrawn. If an Award Modification is approved in error, another Award Modification can be processed and approved to correct the error. Award Managers who want to withdraw an award modification in "Pending Approval" status need to contact the Research IT Help Desk (GRITServiceDesk@ucf.edu) to have the award modification returned to "Final Review" status so that the Award Specialist can withdraw the modification.

30. **Can incorrect budget allocations be deleted?**

    No. If a budget allocation is incorrect and needs to be "removed", the Award Specialist should use an award modification to "zero out" or remove all money from that budget allocation and rename it so that it is obvious it should not be associated to a financial account (Name "DO NOT USE") and then create a new budget allocation with the correct values.

31. **Can different projects on an award have different indirect rates?**

    Yes. For each project set up on an award, the user must select an indirect rate and base.

32. **How do Award Specialists create a pre-award spending account?**

    When the award is created, the Award 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, How to Create an Award" document in the Huron Grants Help Center for additional information.

33. **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, How to Manage Awards" document available in the Huron Grants Help Center for additional information.

34. **How are pre-award (advanced account) transitioned to an award?**

An award can be transitioned from an advance account state to an active award state only if the original award was initially setup as an advanced account. To transition the state, the Award Specialist will need to create an Award Modification to change the "Advanced Account" project to "Authorized." The award can then be activated.

Note: Once an "Advanced Account" award is transitioned to "Authorized," the state will not revert back to "Advanced Account", even if new "Advanced" projects are added as the award can transition only one time.

35. **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.

36. **When can No Cost Extension (NCE) funding be used?**

NCE award modifications are used when 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. An NCE would result in a change to the last allocation end date and the overall award end date.

Note: Once an "NCE" award modification is approved in Huron, the money will not be available for spending until the following business day.

Please refer to the UCF Huron Grants Reference Guide for Specialists in the Award Management Office – How to Manage Award Modifications" for additional information.

37. **What fields cannot be updated using an Award Modification?**

Award Specialists will need to contact the Research IT (GRITServiceDesk@ucf.edu) to ask Huron Support to make the following updates to an award:

- Instrument Type
- PC Business Unit
- Applicant Institution
- Purpose
- Department (project level)
- PI (project level)

- Fund Code
- EP Code and VPORG
- Associate Allocation to the correct Financial Account (project #)
- Product
- Responsible Department (at the Award level)
- Short Title
- Long Title
- Data update to a blank field if field is optional (Mod only allows you to make update to something else)

Note: Once a support ticket to make one or more of these changes has been received, the GRIT team will analyze the request and provide additional instructions where needed (i.e. manual PeopleSoft updates may be required, click Export Resume activity, etc.).

38. **How is funding from a supplemental proposal managed?**

Typically, a supplement is set up as a Revision/Supplement modification on an existing award.

Please refer to the "UCF Huron Grants Reference Guide for Specialists in the Award Management Office, How to Manage Awards" document available in the Huron Grants Help Center for additional information.

39. **Can awards be set up while a contract is still being negotiated?**

Business process dictates that contract negotiations must be complete and an Agreement in an "Active" state in Huron Agreements before an award will be setup in Huron Grants.

40. **How are budgets updated on an award if the amount awarded is different than the proposed amount?**

When multiple budgets are defined on a proposal, the business process is to have the proposal creation team attach a consolidated budget to the proposal. When an award comes in that is different than the proposed amount, Department Administrators will need to update the consolidated budget and attach it to the award.

41. **How is award information sent to PeopleSoft Grants?**

Huron Grants and PeopleSoft Grants are integrated in that information from Huron is automatically sent to PeopleSoft when an Award Approver chooses to "Activate" an award or "Approve" an award modification.

Please refer to the "UCF Huron Grants Reference Guide for Specialists in the Award Management Office, How to Activate an Award" document available in the Huron Grants Help Center for additional information.

42. **How are error messages resolved when attempting to send award information to PeopleSoft Grants?**

Occasionally, a transaction to send Activating award information from Huron Grants to PeopleSoft Grants will not be successful. In this case, an error message will be displayed on the Award workspace in Huron Grants. The award will need to be edited to clear the error(s).

Please refer to the "HRS PS Integration Error Messages Reference Guide" spreadsheet for additional information.

43. **How will "Reporting Only" awards be managed?**

"Reporting Only" awards will be submitted to Huron Grants as a proposal. OR Proposal Specialists will add the "For Reporting Purposes Only" tag when this type of proposal is submitted to specialist review. When the funding comes in, the Proposal Manager will withdraw the proposal so that no award is created in Huron. The Proposal Manager will use the "Send Email" activity within Huron Grants to notify the CFO of the Office of Research when the proposal is being withdrawn so they can update their records.

44. **How are budgets created on a continuation proposal?**

Continuation proposals do not automatically generate a budget. If one is required, the PI or Department Administrator can attach the budget as a separate document on page 2 of the Continuation Proposal SmartForm page.

Huron Grants Office of Research Ancillary Review Contacts

ORC Department	Ancillary Review Type	Primary Ancillary Reviewer	Backup Ancillary Reviewer(s)	Conditions Requiring Ancillary Review	Required Review?
Contracts Office	Contracts Office	Peggy Allen		Negotiable Terms and Conditions.	Yes
IACUC	Other	Cristina Calcana		IF the project involves the use of animals in research, the PI will need to have an approved IACUC protocol. The scope of work on the Grant will need to match the scope written on the IACUC Protocol. Please contact the Office of Animal Welfare for a protocol/grant comparison. This must be done at the following stages (not before): 1. Award anticipated 2. Just in time 3. Award received (hopefully before this stage)	Yes
IRB	Other	Renea Carver		Follow currently defined business processes for reviews.	Per Business Process
COI	Other	Mary Stanley		An institutional key, non-key or significant contributor has disclosed financial interest in the research on the proposal (Answered "yes" to Personnel Conflict of Interest Financial or contractual interest question on the Proposal UCF Financial Interest Disclosure SmartForm.	Yes
eCRT	Other	Daniel Sierra		Follow currently defined business processes for reviews.	Per Business Process

ORC Department	Ancillary Review Type	Primary Ancillary Reviewer	Backup Ancillary Reviewer(s)	Conditions Requiring Ancillary Review	Required Review?
Export Control	Export Control	Ashley Guritza	Nino Frederico	Documents containing Export Control Red Flags. For guidance on Export Control Red Flags, please see the Office of Export Controls Compliance Protocol ECO-1.	Yes
VPR Cost Share	VPR Cost Share	Chris Hale		The sponsor requires cost share. **NOTE:** The cost share request should go to departments first to ask for coverage. If denied, they can seek VPR Cost Share.	Yes
Pre-Award Central Proposal Office	IDC/F&A Cost Reduction	Celeste Rivera-Nunez	Jennifer Shambrook	The research rate is outside of the standard 49%.	Yes
Compliance	Credit Split	Mary Stanley		Another PI or Department will share credit with the primary PI and the supporting documentation is complete.	No
EH&S	Other	Don Sibley		Follow currently defined business processes for reviews.	Per Business Process
Institutional Biosafety Committee	Other	Don Sibley		Follow currently defined business processes for reviews.	Per Business Process