

## Huron Grants – Proposal Frequently Asked Questions

---

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

**1. Where do I access the new Huron Grants site?**

All solutions in the Huron Research Suite can be accessed from: <https://apps.research.ucf.edu/>

**2. Where can I find training resources?**

Within the Huron Grants system, the “Help Center” contains quick reference guides and videos. You can access the Help Center by clicking the Grants tab in the top navigation then clicking the Help Center link.

**3. How does a new employee get access to the system?**

UCF Employees will be able to access the system once their NID has been created. All users can create proposals and be listed on proposals.

If additional access is needed for an employee, create a GRIT help desk ticket (GRITservicedesk@ucf.edu) with the employee’s name, employee ID, and title. The ticket will be routed to the GRIT BA team to have the appropriate user roles/offices assigned.

**4. How are budget periods defined on a proposal?**

The system defaults 5 periods and provides the ability to add or remove periods. Please refer to the “How to Complete a Budget” section of the “UCF Huron Grants Reference Guide for the Research Community”, in the Help Center for additional information.

**5. Is the faculty salary displayed on the proposal budget for 9 months or for 12 months?**

The faculty salary on the proposal budget is the Human Resource salary annualized. If the person is a 9 month faculty member, the salary displayed is the 9 month salary expanded out to a 12 month value. For example, if the salary for a 9 month faculty member is \$90,000 then the annualized amount displayed will be \$120,000.

**6. When are multiple budgets needed on a proposal?**

It is recommended that multiple budgets be created at the time of funding proposal if multiple projects may need to be set up at the time of award. Examples of this are when there are multiple departments on a proposal or multiple PIs that will need to manage their own budgets within the overall award. Another example is to create a separate budget for any participant support cost that needs to be added to the proposal. When multiple budgets are added to a proposal, the proposal creation team should attach a cumulative budget spreadsheet to the proposal.

**7. How are additional budgets created on a proposal?**

Select the “Create Additional Budget” activity from the Proposal Workspace. Please refer to the “How to Create an Additional Budget” section of the “UCF Huron Grants Reference Guide for the Research Community” in the Help Center for additional information.

**8. How is the PI’s signature recorded when another signs on his/her behalf when creating a proposal?**

The Huron Grants system captures PI signature/certification using the “Submit for Department Review” activity. The Huron Grants system allows for the proposal team to complete this activity on behalf of the PI. It is expected the PI’s signature is captured by the department research administrator. The process for capturing the signature offline is defined by each department. It is suggested to capture the PI signature/certification as an electronic document (email, PDF, scanned document, etc.) and attach the document to the proposal using the “Add Attachment” activity on the Proposal Workspace.

### 9. Why is Credit Split still needed?

Credit split is how official reporting for UCF will be measured. This split will be used for all reporting on investigators, departments and colleges regarding proposals and awards.

### 10. How are credit splits being managed?

Credit Splits are recorded on the proposal by the central office using the “Add UCF Reporting Data” activity. The need for a credit split would be identified by the UCF Department Administrators at the time of proposal development.



**Note:** *If no data is entered in the “Add UCF Reporting Data” activity, the credit defaults 100% to the assigned PI and the selected responsible department.*

When there is a need for a credit split, the following should occur:

- The Department Research Administrator needs to capture credit split information and credit split approvals on a form outside of the Huron Grants system.
- When the form is complete, the Department Administrator will create an Ancillary Review (Review Type = Credit Split Review; Required? = Yes), attach the approval form, and assign to a designated Credit Split Analyst (Mary Stanley) within the Office of Research (OR).
- The Office of Research Credit Split Analyst will do the following:
  - Input the credit split data from the approval form attached to the Ancillary Review into the “Add UCF Reporting Data” activity on the Proposal Workspace.
  - Complete the “Submit Ancillary Review” activity after the credit split data has been entered into the “Add UCF Reporting Data” activity.
  - Data entered on the “Add UCF Reporting Data” activity on the Proposal Workspace will carry forward to the award one time, which is when the award is created.
  - If data within the “Add UCF Reporting Data” activity needs to be modified **after** the Award has been created, a revised approval form should be uploaded to a new Ancillary Review (Review Type = Credit Split Review; Required? = Yes), and the designated Credit Split Analyst should make the edits within the activity on the Award Workspace.

### 11. How is credit given to a PI with dual department enrollment?

Credit defaults to 100% of the responsible department specified on the proposal SmartForm. The responsible department can be changed to whichever department will be responsible for review and signoff of the lead PI’s budget and personnel requirements on the proposal. Please refer to the “UCF Huron Grants Reference Guide for the Research Community”, Training Topic – How to Create a Proposal for instructions.



**Note:** *This process refers to a single department receiving 100% credit. If the credit needs to go to multiple departments, please use the Credit Split process. Please refer to the “How to Manage Credit Splits” section of the “UCF Huron Grants Reference Guide for the Research Community”, in the Help Center for additional information.*

### 12. What type of proposals are managed by the Research Foundation (RF)?

The Research Foundation manages donations, sponsorships and services agreements. They also manage some contract and grant proposals for areas such as WUCF TV, GrowFL, Incubator and NEC.

### 13. How are department workflows and Department Reviewers updated in Huron Grants?

Submit a ticket to the Office of Research Help Desk ([GRITServiceDesk@ucf.edu](mailto:GRITServiceDesk@ucf.edu)) with the appropriate information to have the workflow updated. Please note that Huron must make these administrative updates on UCF's behalf.

### 14. How are pre-proposals created?

A pre-proposal may be created in cases where a sponsor indicates that they may be looking to sponsor certain work but are not yet ready to accept full proposals. In this case, the Research Community can create the proposal and select the "Pre-Proposal" tag under the "Manage Tags" activity. If the sponsor decides to accept full proposals, the pre-proposal will need to be transitioned to a full proposal.

### 15. How is a pre-proposal transitioned into a proposal?

When a sponsor indicates that they are ready to accept full proposals and a pre-proposal has been created, the Proposal Support Office Specialist to whom the pre-proposal is assigned will copy this and name the copy accordingly as the proposal that will be submitted to the sponsor. Once the new proposal is created, the specialist will go into the pre-proposal and execute the "Withdraw" activity. The copied proposal will then be treated as a new proposal and go through the approval process through submission. Please refer to the "UCF Huron Grants Reference Guide for Specialists in the Proposal Support Office for instructions.

### 16. How does a PI or Department Administrator provide a revised budget to the Proposal Support Office for JIT (Just in time) proposal changes?

When the Specialist in the Office of Research receives a JIT request from the sponsor that warrants additional information or a change to a submission (e.g. budget revision), the Specialist will execute the "JIT Changes Required" activity. This action updates the proposal state to "JIT Response Required" and send an email notification to the assigned PI.

The PI will use the "Submit JIT Response" activity to submit the additional information and/or changes back to the Specialist in the Proposal Support Office. This action updates the proposal state to "Pending Sponsor Review Award Anticipated" and moves the proposal to the assigned Specialist's Huron Inbox. Please note completing of this activity does not automatically send an email notification to the Specialist, therefore the PI should use the "Send Email" activity to notify the specialist of their response.

The Specialist in the Proposal Support Office will then forward the information to the sponsor.

### 17. How is an incorrect sponsor salary cap corrected?

The Salary Cap field is editable and can be modified. To update this default amount for future submissions, please submit a GRIT Help Desk ticket ([GRITServiceDesk@ucf.edu](mailto:GRITServiceDesk@ucf.edu)) with the appropriate information. Please note that Huron must make these administrative setting updates on UCF's behalf.

### 18. How are TBD Graduate Students added to a proposal?

TBD graduate students are added to the Personnel Cost Definition page of the Budget SmartForm using the "Staff Member to be Determined" option in the Staff Member drop-down list. Please refer to the "How to Complete a Budget" section of the "UCF Huron Grants Reference Guide for the Research Community" in the Help Center for additional information.

### 19. How is the COI Office notified of a potential conflict of interest on a project?

A Researcher or Department Administrator will need to create an ancillary review to the COI Office contact person if any answer to Personal Financial Interest questions is "Yes" when filling out the Proposal SmartForm, UCF Financial Interest Disclosure page.

**20. How are new sponsors (customers) created in Huron?**

If the sponsor name is not listed, ensure that you are searching correctly using the wild card search feature.

Use the wild card feature by updating the “Filter by” field with the appropriate option and entering a “%” sign before and after the key word(s) are you 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%”.



If the sponsor is still not found, select “TBD Customer” for Question 5 and enter the sponsor’s name in Question 5a on the General Proposal Information page of the Proposal SmartForm. To add a sponsor to the list, complete the “Customer Request Form” from the Project Wahoo site (<https://wahoo.research.ucf.edu>) and email to [ospsponsor@ucf.edu](mailto:ospsponsor@ucf.edu).

The Office of Research will handle entering the new customer (sponsor) information and updating the Huron record with the customer (sponsor) name. Proposals can be submitted to the sponsor with “TBD Customer” selected, however the sponsor must be in the Huron system before the award can be created.

**21. How are general cost items that are inflated at a different rate than the selected rate for the budget handled?**

Huron only allows for one defined inflation rate per budget page. If there is more than one item, such as a general cost item that will be inflated at a different rate, users will need to select “no” for Question 4. Apply Inflation Rate on the “Add General Cost” SmartForm page information. They will then need to manually enter the inflated values for the item with the rate other than the defined inflation rate for the page on the “General Costs” SmartForm page.

**22. How are Award Decision Notifications handled?**

When an award decision notification is received, the notification should be forwarded to [OSP@ucf.edu](mailto:OSP@ucf.edu) and include the Huron Proposal ID in the forwarded notification. From there, the Award Management Office will complete the necessary tasks to create the award.


**23. Will the Co-PI on a proposal automatically have access to the proposal?**

The co-pi will need to be added to the proposal as a reader to see the proposal or an editor to make changes to the proposal.

**24. Does the system factor in holidays in day counts?**

Huron only factors in work days for day accounts.

### 25. Is there additional information about how to answer proposal questions?

There are Help Icons  beside many questions that users can click to see additional information about questions. Additionally, users can refer to the FAQ documents on [wahoo.research.ucf.edu](http://wahoo.research.ucf.edu) under Document and to the “UCF Huron Grants Reference Guide for the Research Community” in the Help Center for additional information.

### 26. How should the research community answer compliance or additional detailed information questions to which the answer is uncertain?

The research community can reach out to the Office of Research and to the PI for guidance on answering compliance questions. Explanatory documentation can be attached to proposals and ancillary reviews can be created to request review from other departments or university personnel.

### 27. What are F&A rates?

F&A rates are federally negotiated rates for different classifications of research performed. Examples include Research on-Campus and research Off-Campus. These standard rates are configured in Huron Grants and updated as needed.

### 28. Do researchers or department personnel need to wait to validate a proposal until ready to submit for department review?

No. SmartForm Validation is a tool to help the research community provide the required information to complete a proposal and submit for review. SmartForm Validations before submission can be performed by selecting the validate action and then clicking the cancel button at the bottom of the window once the needed information is addressed.

### 29. Can the proposal budget support different personnel rates for the same person?


Yes. This can be managed by adding separate line items for the person at the different rates.

### 30. Where is a Sub-contractor PI added on the Proposal SmartForm?

If the sub-recipient PI is not senior or key personnel on the proposal, they do not need to be added to that section of the SmartForm. Please refer to the “UCF Huron Grants Reference Guide for the Research Community” in the Help Center for additional information.

### 31. What is displayed for the list available records when associating records to a proposal?

The records available to be associated to a proposal include all of the defined record types (IRS studies, Agreements, etc.), not just the ones to which the proposal creation team is assigned.

 **Note:** *If a user needs access to a linked record but does not have access to view the record in that system (i.e.: an Agreement from an IRB study), the user will need to have someone add you to that record as a reader or editor to be able to review the linked record.*

### 32. Does the budget for a non-Federal proposal need to be completed before submitting the proposal to the Office of Research for review?

Yes. The Central Office is expecting the proposal creation team to have completed the budget when the proposal is submitted for review.

**33. Will the system display a warning if a cost share condition is created when entering data on a proposal but no cost share budget has been created?**

If you create a condition for cost share on the budget (effort is higher than the % salary being requested), but have not created a cost share budget, the system will show that there is an overage but will not stop the workflow. Proposal Specialists will use business process to request that a cost share budget be created.

**34. What forms are supported by Huron for system to system submission to Grants.gov?**

Huron supports most of the opportunities that are supported by Grants.gov. Huron Grants will display a list of required and optional documents for the selected opportunity on the Funding Opportunity Announcement proposal SmartForm and indicate which are supported by Huron and which are not.

**35. Will there be a master list of people identified as ancillary review contacts?**

Yes. There will be a list of Office of Research staff by department to whom ancillary reviews can be assigned and a list of college level contacts to whom department ancillary reviews can be assigned that will be maintained on the Microsoft Teams site under the Files section of UCFTeam – OfficeOfresearch – CoordinatorsAndDevelopment. It is expected that department administrators will maintain the department ancillary review contacts list and GRIT will maintain the Office of Research ancillary reviews contact list. If you need access to this Teams site, please submit a ticket to [GRITServiceDesk@ucf.edu](mailto:GRITServiceDesk@ucf.edu). Please refer to the [Huron Grants Office of Research Ancillary Review Contacts](#) table at the end of this document for more information on Office of Research ancillary reviewers.

**36. How do requestors and reviewers comment on ancillary reviews?**

Ancillary review setup includes a comments box to which notes can be added about the review. The ancillary review “Submit” activity also provides a comment box in which the reviewer can enter comments to the requestor.

**37. When can ancillary reviews be created for a record?**

The system allows ancillary reviews to be created at any time in the record workflow. Business process dictates what types of reviews require ancillary reviews and whether they need to be created before the proposal can be submitted to the sponsor.

**38. What types of ancillary reviews are required to be completed before a proposal can be submitted to a sponsor?**

Please refer to the [Huron Grants Office of Research Ancillary Review Contacts](#) table at the end of this document for more information on Office of Research ancillary reviewers.

**39. Can an attachment on a proposal be updated?**

Yes. If you click on the ellipses beside the current attachment, you can upload a revision to the attachment.

**40. Can edits be made to a proposal in Specialist review?**

If a proposal in specialist review required edits, the proposal support specialist will click the “Specialist Requests Changes” activity and provide information on the requested changes. The proposal will then be assigned back to the proposal creation team to address. Once the changes are complete, the PI or Department Administrator will click the “Submit Changes to Specialist” activity to send the proposal back to Specialist Review.

**41. Are attachments copied when a proposal is copied?**

Yes.

**42. How are post submission changes to a proposal managed?**

Use the “JIT Changes Required” activity if a proposal that has been submitted to a sponsor required changes and add comments or an attachment to provide proposal editors for the changes that need to be made. This will change the

state of the proposal to “JIT Response Required.” Once changes are made, use the “Complete JIT Response” activity and comments to respond that the changes have been completed.



### Notes

- *For budget changes from the originally submitted proposal, it is recommended that proposal editors not change the original budget but attach a revised budget to the proposal.*
- *The JIT Change process will not submit the proposal back to department review but will return it to the defined proposal specialist. Ancillary reviews will need to be added if other reviews are required.*
- *If the person who needs to manage the JIT is not part of the original proposal creation team, you can add them as an editor to the proposal to make sure they can make those changes.*

#### **43. Are department reviewers automatically editors for proposal created within their affiliated department?**

No. Department reviewers will need to be assigned as readers or editors to view or edit proposals.

#### **44. Are people assigned as ancillary reviewers automatically granted editor rights to a proposal?**

No. Ancillary reviewers will be able to view the proposal but not edit it unless they are assigned as an editor.

#### **45. How is the personnel effort for UCF employees that serve as consultants to small businesses captured on a budget?**

This process will be managed as it is today as a personnel cost on the proposal.

#### **46. How is the hourly rate for an employee captured on the proposal budget?**

This process will not change from the existing process of calculating hourly rate times 2080.

#### **47. How will NASA Step 1 Pre-proposals be managed?**

The process for managing letters of intent, including the NASA Step 1 intent, will not change from current business practices. This means that these will not be entered into Huron Grants as a pre-proposal.

#### **48. Are holidays accounted for when calculating the Internal Submission Deadline?**

The Internal Submission Deadline date displayed on the Proposal Workspace does account for weekends but does NOT account for holidays.

#### **49. How are attachments on a record updated?**

When an attachment is added to a record, a user can update the attachment with a newer version by using the “Manage Attachments” activity in the left navigation window. Click the ellipses beside the existing version of the attachment, select upload revision and browse to the newer file that you want to upload. Click OK to save. The newer document will be saved and have an increment version number assigned.



**Note:** *The attachment or document must be uploaded as a revision to record versioning and save the record of previously uploaded documents. Deleting a document and adding a new document will not store previous versions or increment versioning.*

#### **50. Are older versions of attachments stored in Huron?**

When an attachment has been updated on a record, it is still possible to review the previously saved version of the attachment. Access the workspace of the record with the attachment you want to review and click the “History” tab. From there, click the “Added Attachments” link for the previously saved attachment to view the document.



**51. Does a specialist need to be assigned to a proposal to submit an SF424?**

An Authorized Organization Representative does not need to be an assigned specialist on a proposal to submit the SF424 to grants.gov. The assigned specialist does, however, need to perform the “Submit to Sponsor” activity on the proposal to update the proposal status.

**52. Who is responsible for completing Question 6. Instrument Type on the General Proposal Information page of the Proposal SmartForm?**

While instrument Type is not a required field, it is the business process to make sure this question is answered before a proposal is submitted to the Sponsor. The Proposal Support Office has indicated that the departments need to provide the answer to this question, if possible. Departments are unable to answer the question, the specialist will need to work with them to make sure the question is answered before the proposal is submitted. The instrument type can be changed at the time of award, if needed.



## Huron Grants – Proposal Frequently Asked Questions

### 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?
<b>Contracts Office</b>	Contracts Office	Peggy Allen		Negotiable Terms and Conditions.	Yes
<b>IACUC</b>	Other	Cristina Calcana		<p>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):</p> <ol style="list-style-type: none"> <li>1. Award anticipated</li> <li>2. Just in time</li> <li>3. Award received (hopefully before this stage)</li> </ol>	Yes
<b>IRB</b>	Other	Renea Carver		Follow currently defined business processes for reviews.	Per Business Process
<b>COI</b>	Other	Sara Waugh		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
<b>eCRT</b>	Other	Daniel Sierra		Follow currently defined business processes for reviews.	Per Business Process

## Huron Grants – Proposal Frequently Asked Questions

<b>Export Control</b>	Export Control	Ashley Guritza	Mike Miller 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
<b>VPR Cost Share</b>	VPR Cost Share	Chris Hale		The sponsor requires cost share. <b>NOTE:</b> The cost share request should go to departments first to ask for coverage. If denied, they can seek VPR Cost Share.	Yes
<b>Pre-Award Proposal Support Office</b>	IDC/F&A Cost Reduction	Celeste Rivera-Nunez	Jennifer Shambrook	The research rate is outside of the standard 49%.	Yes
<b>Compliance</b>	Credit Split	Mary Stanley		Another PI or Department will share credit with the primary PI and the supporting documentation is complete.	No
<b>EH&amp;S</b>	Other	Don Sibley		Follow currently defined business processes for reviews.	Per Business Process
<b>Institutional Biosafety Committee</b>	Other	Don Sibley		Follow currently defined business processes for reviews.	Per Business Process