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 be needed at the time of award. Examples of this are when there are multiple departments on the proposal or multiple PIs the will necessitate their own projects on under the award.

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 designed 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) 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) 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.

In the example below, the user searched for the words "national institutes" by selecting "Organization" in the **Filter by** drop-down list and entering "%national institutes%".

If the sponsor is still not found, enter the sponsor's name in Question 5a on the General Proposal Information page of the Proposal SmartForm. Additionally, submit a GRIT Help Desk ticket (GRITServiceDesk@ucf.edu) for the request. You will be asked to complete the Customer Request Form and forward it to the Financial Services Desk (their contact information is provided at the bottom of the form.