


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

Once completed, 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) _____

Huron Grants - If requesting a new Sponsor, provide the Funding Proposal ID.

If requesting a new Subawardee, provide the Proposal ID and the Budget ID.

Huron Agreements - If requesting a new Contracting Party, provide the Agreement ID.

Huron IRB - If requesting a new Funding Agency, provide the Study ID.

Huron IACUC – If requesting a new Funding Agency, provide the Protocol ID.

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

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.