Below you will find answers to frequently asked questions about the Huron Grants software and related business processes for proposal 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. **How does a new employee get access to Huron Grants?**

   All HRS systems use single sign-on for access, which means a UCF Network ID (NID) must be established. NIDs are requested by the hiring department. For additional information and resources on NIDs, please see the "GRIT Research Information Systems (RIS) Access" document on the Project Wahoo site (https://wahoo.research.ucf.edu).

   Once the NID is established and HRS access is available, new HRS users in the Research Community will need to be added to proposal/award records as the PI, Administrative Contact, Editor or Reader by another member in the Research Community in order to access records. For new HRS users in the Office of Research, open a GRIT Ticket (GRITServiceDesk@ucf.edu) to request additional permissions.

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

   The system defaults to 5 periods and provides the ability to add or remove periods. Sponsoring agency instructions will help define the number of periods that should be set up on a proposal.

   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 (calculated to 12 months). 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 project budgets needed on a proposal?**

   If multiple projects may need to be set up at the time of award, it is recommended that multiple project budgets be created at the time of funding proposal. 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, or cost share, 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?**

   You can create additional budgets from the proposal workspace by selecting the "Create Additional Budget" activity.

   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.

For a Cost Share budget, select the primary budget and then select the "Create Cost Share" activity on the left menu.

Note: *Huron Grants only allows one Cost Share budget to be created per proposal. Answer "No" For Question 3 on the General Budget Information of the Cost Share Budget Proposal SmartForm because the cost share should NOT be included in the consolidated budget of the proposal.*

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

   The Huron Grants system captures the sponsor regulatory endorsements as the PI or on behalf of the PI when the proposal is submitted for department review ("Submit for Department Review" activity). The system allows for the proposal team to complete this activity on behalf of the PI. UCF business process requires the department administrator endorsing on behalf of the PI to capture the PIs signature in addition to the provided Huron endorsement page. While the process for capturing the signature offline is defined by each department, the recommended process is 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. **How is Credit Split information used?**

   Credit split is used for internal reporting on investigators, departments and colleges regarding proposals and awards.

   Note: *Credit Split data can be viewed by the Research Community using the PARIS application.*

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

    Credit Splits are recorded on the proposal by the Office of Research Credit Split Analyst using the "Add UCF Reporting Data" activity. The need for a credit split would be identified by 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. Credit Split data on converted records is maintained in ARGIS while new record data is maintained in Huron Grants.*

    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. The credit split form is available on the Project Wahoo site (https://wahoo.research.ucf.edu).
    - 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 primary 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 Research IT Help Desk (GRITServiceDesk@ucf.edu) indicating the college that needs to be changed, the departments in the college that need to be changed and the names and employee IDs of personnel who need to added and/or removed from the department workflows. Please note that Huron must make these administrative updates on UCF's behalf.

Note: *Department workflows must be changed at the department level vs. the college level, so all affected departments need to be specified.*

14. **How are readers/editors added or removed from proposals?**

Huron Grants users outside of the Office of Research must be assigned as a reader or editor to view/edit a specific proposal. Users who already have access to the proposal can use the "Manage Guest List" activity to add or remove proposal 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, submit a ticket to the Research IT Help 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.*

15. **How are pre-proposals managed?**

A pre-proposal is required in cases where a sponsor indicates that they may be looking to sponsor certain work but are not yet ready to accept full proposals. This is typically a letter of intent that does not include a scope of work or a budget. In this case, the Research Community will create the proposal in Huron Grants 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.

***Important:** An associated contract in Huron Agreements will not be processed or negotiated by the Contracts Office unless the pre-proposal has been submitted in Huron Grants and is in the "Pending Sponsor Review" state.*

16. **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 Department Administrator will copy the pre-proposal and name the copy accordingly as the proposal that will be submitted to the sponsor. Once the new proposal is created, the Department Administrator will notify the Proposal Specialist that the pre-proposal must be withdrawn. The Proposal Specialist will execute the "Withdraw" activity on the pre-proposal and the copied proposal will be treated as a new proposal and go through the approval process through submission.

    ***Note:** If the Department Administrator also has the Department Reviewer Role, they may not see the "Copy" activity available on a proposal. In that case, they can ask anyone with editor privilege on the proposal to Copy and re-name the pre-proposal to the full Proposal name.*

    Please refer to the "UCF Huron Grants Guide for the Research Community – How to Manage Pre-Proposals" for additional information.

17. **How is the annual NIH Salary Cap adjusted?**

    When the Office of Research receives notification of a change to the NIH Annual Salary Cap, a representative will submit a ticket to the GRIT Service Desk (GRITServiceDesk@ucf.edu) to inform the GRIT team of the pending change. The request should include what the new value will be and the start/effective date of the change. 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 the answer to the question "Does this person (or his/her spouse or child) have a financial or contractual interest related to this research?" for any listed person is "Yes" when filling out the Proposal SmartForm, UCF Financial Interest Disclosure page.

    Please refer to the Huron Grants Office of Research Ancillary Review Contacts table at the end of this document to determine the COI Office contact person.

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

    If the direct 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 direct sponsor is still not found, select "TBD Customer" for Question 5. and enter the direct 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 "UCF Customer Request Form" from the Project Wahoo site (https://wahoo.research.ucf.edu). Upload the completed form to the proposal that requires the new customer using the "Add Attachments" activity and then create an ancillary review to the designated UCF or RF Customer Steward per the Huron Grants Office of Research Ancillary Review Contacts table at the back of this document.

Note: *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.*

Please refer to "UCF Reference Guide for the Research Community – How to Manage TBD Direct Sponsors on Proposal and Awards" for additional information.

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. 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" Budget 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" Budget SmartForm page.

Please refer to "UCF Huron Grants Reference Guide for the Research Community – How to Complete a Budget" for additional information.

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

No. 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.

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

While the Huron system does not factor holidays in day counts, the AURORA 5 Day Rule Report rules have been adjusted to factor in Federal holidays.

24. **Is there additional detailed information about how to answer specific 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 Project Wahoo site (https://wahoo.research.ucf.edu) under "Documentation" and to the "UCF Huron Grants Reference Guide for the Research Community" in the Help Center for additional information.

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

    Compliance documentation must be provided to the Department Administrator or attached to the proposal by the PI that specifies personnel involved in the design, conduct and reporting activities for the funding proposal, signatures of the named personnel, if the personnel or his/her spouse or child has a financial or contractual interest related to the research and, if they do, what that relationship is. This documentation should be added to the proposal using the “Add Attachments” activity before the proposal is submitted to the Office of Research for initial review.

26. **Which indirect cost (F&A) rate should be used when creating a budget?**

    Indirect cost rate or F&A rate is determined periodically through a lengthy negotiation with the Federal Government based upon actual expenses for research. This Federally Negotiated Indirect Cost Rate document is available on the Office of Research website. The rates for an individual project are determined based upon the activity of the sponsored program being proposed. The default rate is the on-campus research rate. Please check with your Proposal Specialist if uncertain which rate to select.

    Note: *All rates other than the standard 49% must be approved by the Central Proposal Office.*

27. **Do researchers or department personnel need to wait to “validate” a Proposal SmartForm until ready to submit for department review?**

    No. SmartForm Validation is a system 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 on the SmartForm to see what required information needs to be provided to move the proposal forward in the workflow.

28. **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 (e.g., 9-month salary and summer salary.)

29. **Where is a subrecipient PI added on the Proposal SmartForm?**

    If the subrecipient PI is senior or key personnel, they will be added to Project Personnel section of the Proposal SmartForm in accordance with the sponsoring agency guidelines.

    Please refer to the “UCF Huron Grants Reference Guide for the Research Community – How to Create a Proposal” for additional information.

30. **How are Agreements in Huron Agreements associated with a proposal in Huron Grants?**

    In either Huron Grants or Huron Agreements, use the “Manage Relationships” activity to associate records across the systems. Linked records can be viewed on the “Related Projects” tab of the record Workspace.

    Note: *If a user needs access to a linked record but does not have access to view the record in that system, the user will need to have someone add you to that record as a reader or editor (in Huron Grants) or as a collaborator (in Huron Agreements) to be able to review the linked record.*

    Please refer to the “UCF Huron Grants Guide for the Research Community – How to Manage Relationships” for additional information.

31. **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 – all documents other than the final scope of work are required at the time of submission to the Office of Research.

32. **Will Huron 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 where any expense that UCF or a third party is covering in a proposal (i.e., 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.

33. **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 when the user chooses to submit the proposal system-to-system. 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.

    Note: *The system does not verify if a funding opportunity is still available or if the latest version of it has been associated to the proposal. The PI, Research Coordinator, and Proposal Specialist have shared responsibility to ensure that the funding opportunity selected is current and the one the PI intended to use.*

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

    Yes. Please refer to the Huron Grants Office of Research Ancillary Review Contacts table at the back of this document.

    Additionally, users can find a list of college level contacts to whom department ancillary reviews can be assigned 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 Review Contact table. If you need access to this Teams site, please submit a ticket to GRITServiceDesk@ucf.edu.

35. **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.

36. **When can ancillary reviews be created for a proposal 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.

37. **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.

38. **Can edits be made to the Proposal SmartForm when the state is "Specialist Review"?**

The Proposal SmartForm is not editable to the PI/Department when in the Specialist Review state.

Proposals submitted to the Office of Research for initial review should be complete other than final documentation for the Scope of Work and technical documentation. If a proposal in "Specialist Review" required edits, the Proposal Specialist will click the "Specialist Requests Changes" activity and provide information on the requested changes. The proposal will then be assigned back to the PI to address while the state is updated to "Specialist Review: Pending Changes by PI". The specialist can also select if department review is once again required for the proposal. 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 and return the state to "Specialist Review.

39. **How is the Just-In-Time process managed if requests are made for revisions prior to an award being received?**

When a sponsor needs additional information or a change to a submission, such as a budget revision, the sponsor will issue a Just-In-Time (JIT) request. If the JIT Request is received by the PI/Department, they will forward the request to the assigned Proposal Specialist using the "Send Email" activity so they can initiate the JIT process in Huron Grants. The assigned Specialist will perform the "JIT Changes Required" activity to move the proposal to the "JIT Response Required" state, which sends an email notification to the assigned PI and the Administrative Contact.

Notes

- *When a change needs to be made to the proposal (wrong format, etc.) that is not a JIT change, the update should be added as an attachment marked as "resubmitted" to the proposal and the changed documentation is sent to the sponsor outside of Huron.*
- *JIT responses are not changes to the proposal. They are a part of negotiation of the award.*
- *The JIT 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.*

Important: *The updated budget spreadsheet should be attached to the proposal record rather than changing the Budget SmartForm in the system.*

Please refer to the "UCF Huron Grants Reference Guide for the Research Community – How to Manage a JIT Request" for additional information.

40. **Are department reviewers automatically editors for proposals created within their affiliated department?**

Department reviewers are automatically assigned as readers to proposals which will allow them to view, but not edit, the proposal in any state and review the proposal in Department Review state.

41. **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.

42. **How is personnel effort captured on a budget?**

Personnel effort is captured on the Personnel Costs Budget SmartForm page of the primary budget.

Please refer to the "UCF Huron Grants Reference Guide for the Research Community – How to Complete a Budget" for additional information

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

    This process will not change from the existing process of dividing the annual rate by 2080 to determine the hourly rate.

44. **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.

    Note: In order to be compliant with the 5-day-rule 5 full business days are required to have an on-time proposal.

45. **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.

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

    Yes.

    Note: *Some documents added in activities such as "Add Comment" or "Manage Ancillary Review" can be inaccessible to delete on a copied proposal. Because of this, it is recommended to only using the "Add Attachment" activity to attach documents to a record.*

47. **How are IRB studies and/or IACUC protocols linked to a proposal?**
    You can link IRB studies and IACUC protocols from the Compliance Review Proposal SmartForm page. If question 1. "Human Subjects involved in this project" is answered "yes", additional questions display which allow you to choose or enter IRB study information. If question 2. "Laboratory animals involved in this project" is answered "yes", additional questions display which allow you to choose or enter IACUC protocol information.

48. **How is the primary indirect Rate calculated?**
    The primary indirect rate is calculated based upon the Federally Negotiated Rate Agreement. Unless there is a reason to follow a different rate, the rate for sponsored programs will be the federally negotiated research rate. Permission to use a different rate is obtained by sending an ancillary review to the Director of Sponsored Programs through the funding proposal record. The Director of Sponsored Programs will determine the appropriate rate based upon the information provided. The determination may require that further questions be answered. It is advised that the request for a rate determination be made as early as possible as this process may require additional questions be answered or may require further consultation.

49. **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 Central Proposal Office has indicated that department administrators need to provide the answer to this question, if possible. If departments are unable to answer the question, the Proposal 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.

50. **How are required Sexual Harassment materials for UCF hosted conferences and/or training activities captured on proposals?**

    If UCF is proposing to host a conference and/or a training session, the Proposal Specialist will use the "Log Comment" activity to add a note in the History for the Award Specialist to remind the PI at the time of award that the attendees must be given a link to the UCF Sexual Harassment policy and support services at https://letsbeclear.ucf.edu/title-ix-at-ucf/ucf-policies-and-regulations/.

51. **What is the 5 Day Rule Report?**

    The 5 Day Rule Report is an AURORA report that tracks proposal submission metrics in Huron Grants around the 5-Day Rules defined by the Office of Research. The report indicates when proposals are submitted to the Office of Research for initial review fewer than 5 days from the application submission deadline, when requests for changes on the initial submission from the Proposal Specialist take longer than 2 days from when the proposal was submitted to the Office of Research or no changes were requested, and when proposals are submitted for final review fewer than 2 days before the application submission deadline. This report also tracks when proposals are submitted without sufficient time for review, according to the Central Proposal Office.

    Please refer to the AURORA Reference Guide, 5 Day Rule Report via the help tab in AURORA for additional details on running this report and the "Exception to the 5 Day Rule Request Reference Guide for Huron Grants" in the Huron Grants Help Center for details on obtaining 5 day rule exceptions.

    Note: *Proposals with the "Pre-proposal" and "Data Conversion" tags are excluded from the report. The Data Conversion tag indicates the proposal was manually entered in Huron Grants based on a proposal previously entered into ARGIS.*

52. **When is a proposal ready to submit to the Office of Research for initial review by the Proposal Specialist?**
    A proposal is ready to be submitted to the Office of Research for initial review when it has everything required by the sponsor except final versions of the Scope of Work and technical documentation. Drafts of these documents are required. Otherwise, the proposal will be marked as incomplete for initial review by the Proposal Specialist.

53. **What should a department administrator do if they receive an incomplete proposal to submit to the Office of Research for initial review?**
    If a proposal is presented to a department administrator for submission to the Office of Research for initial review that fits the definition of "incomplete," they should use the "Log Comment" activity on the proposal workspace to note that the received proposal is incomplete and submit the proposal to the Office of Research. Proposal Specialists will associate the "Submitted without sufficient time for review" tag.

For Central Office Staff Only

54. **Does an Authorized Organization Representative need to be assigned as the Proposal Specialist on a proposal to submit an SF424?**
    No. The assigned Proposal Specialist does, however, need to perform the "Submit to Sponsor" activity on the proposal to update the proposal status to "Pending Sponsor Review".

55. **When is a proposal ready to submit for final review?**
A proposal is ready to be submitted for final review when it has everything required by the sponsor, including final versions of the Scope of Work and technical documentation. Otherwise, the proposal will be tagged as incomplete for final review.

56. **When should a Proposal Specialist associate the "Submitted without sufficient time for review" tag to a proposal?**
The "Submitted without sufficient time for review" tag is used by the Central Proposal Office to indicate that a proposal submission was incomplete and that there was not enough time to review the proposal completely before it was submitted to the sponsor. Incomplete proposals include the following definitions:

    - A proposal is submitted for Specialist Review that does not contain everything required by the sponsor, including a draft of the Scope of Work and technical documentation.
    - A proposal is submitted for Specialist Review in fewer than 5 days before the sponsor's application submission deadline.
    - A proposal is submitted for Final Review that does not contain everything required by the sponsor, including final versions of the Scope of Work and technical documentation.
    - A proposal is submitted for Final Review in fewer than 2 days before the application submission deadline.

57. **How is a "TBD Customer" direct sponsor updated after a proposal has been submitted to the sponsor?**
The process differs for federal and non-federal direct sponsors. Please refer to the "How to Manage "TBD" Direct Sponsors on Proposals and Awards" section of the "UCF Huron Grants Reference Guide for the Research Community" in the Help Center for additional details on the pre-award and post- award processes.

58. **How are Award Decision Notifications handled?**
Award notifications can be received in several different ways. Depending on who received the notification determines next steps for managing the award.

    Refer to the Huron Grants Reference Guide for additional information on routing award notifications.

59. **How will "Reporting Only" awards be managed?**
"Reporting Only" awards will be submitted to Huron Grants as a proposal. 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.

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 UCF Financial Interest Disclosure Proposal 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
New Customer Request	Other	Customer Stewards: UCF – Maria Wick RF – Rose Carpenter		New customer for sponsored research (including RF) New customer for RF proposals entered for donations, sponsorships & service agreements.	Yes

