



TO: HRS Planning and Prioritization Committee Business Unit Owners

EFFECTIVE: December 12, 2019

RE: HRS Enhancement Request SOP

The Office of Research has allocated a pre-approved budget amount for improvements to the Huron Research Suite (HRS) modules. These improvements are typically identified as customizations and therefore are not included as part of the functionality provided in the delivered software. This budget facilitates ongoing support to ensure business operations remain and gain the effectiveness and efficiencies the system was intended to provide.

The budget is intended to be used on an as-needed basis. Prioritization of the work will be completed by the HRS Planning and Prioritization Committee (HRS PPC), then submitted to the Associate Vice President of Research Administration and the Vice President of Research for final approval. This framework is intended to streamline and accelerate the process of completing these improvements by having funds available, when needed, and based on the process in this SOP.

The HRS PPC is a group of business owners within the Office of Research, along with members from a set of departments, and is chaired by the Associate Vice President of Research Administration. The HRS PPC is charged with the sustainment and continuous improvement of the HRS electronic research administrative (eRA) system. Leveraging data-driven decision-making, the committee is asked to recommend improvements to the system, based upon a set of agreed-upon criteria established in the best interest of the institution.

Please submit enhancement requests to GRITServiceDesk@ucf.edu.

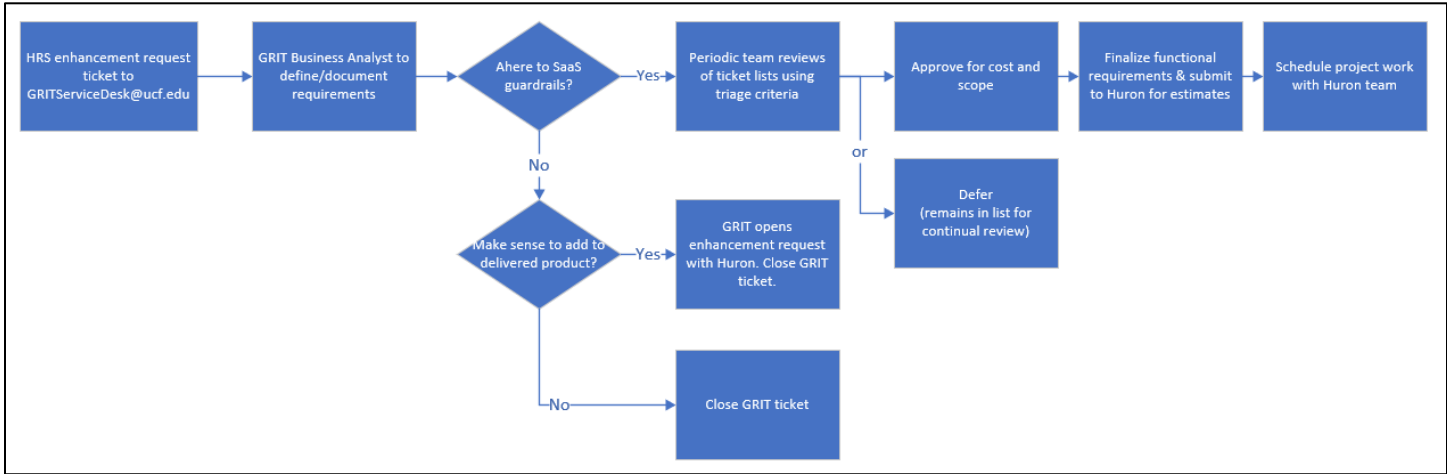
A Business Analyst from GRIT will coordinate with you to gather additional information and determine next steps.

HRS Enhancement Request SOP

Requests are triaged according to the following criteria:

- Regulatory – Federal, state, local, accreditation
 - New compliance regulations
- Audit – Findings or recommendations from audits
 - Segregation of duties
- Security
 - Physical or cyber security
- Strategic – Directives that have an institute-wide impact
 - \$350 Million Research Goal by 2027
- Operational – Necessary to sustain reliable and dependable systems
 - Vendor driven upgrades
- 90/10 Rule
 - Population impact versus cost
- Return on investment
 - Increase PI satisfaction and service delivery

Planning and prioritization of enhancement requests will be triaged according to the following decision routing and criteria process:



The Business Units are represented as follows:

- Chair – Dorothy Yates, Associate Vice President of Research Administration
- Business Unit Owners –
 - Director of Research Development: TBD
 - Pre-Award Office: Celeste Rivera-Nunez, Stephanie Rodriguez-Makhlouf
 - Post-Award Office: Michelle Greco, Sreela Mallick, Brenda Jackson
 - Subawards Office: Tameria Mace
 - Contracts Office: Amber Thorne, Joel Kennedy
 - Office of Technology Transfer: Svetlana Shtrom, Amanda Reno
 - IRB Office: Renea Carver, Gillian Bernal
 - OAW: Cristina Caamano, Dr. Debbie Altomare
 - Research Compliance: Doug Backman, Daniel Sierra, Sarah Farrell, Michelle McLaren
 - Research Foundation: Kim Smith, Terri Bigham
 - Proposal Development: Dr. Josh Roney
 - Department Administrators Research Focus Group (DARF): Tamara Gabrus, Greg Norris
 - Institutional Biosafety Committee – Melina Kinsey, Dr. Laurie Vonkalm
 - University Compliance: Christina Serra
- Graduate & Research Information Technology (GRIT) –
 - AVP, Research Technology – Chad Macuszonok
 - Business Services Team – Jennifer Walters, AJ Porrovecchio, Wil Cornelio, Lidya Abdelmalak, Shawn Goos, Bianca Smith
 - Reporting & Analytics Team – Jason Kuhns