Below you will find answers to frequently asked questions about the Huron Agreements software and related business processes.

1. **Where do I access the Huron Agreements site?**

   https://apps.research.ucf.edu/

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

   The "Help Center" within the software contains quick reference guides and videos.

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

   All users are able to access the system with their NID, however additional configurations within the system may be necessary for central office staff (e.g. user role, office assignment, etc.).

   Central office managers should open 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. **When does UCF start using the new Huron Agreements site?**

   The Office of Research (Contracts Office, Research Foundation, Office of Technology Transfer) began using Huron Agreements for non-financial agreements on June 17, 2019.

   All users should be using the new system for financial and non-financial agreements beginning on October 21, 2019.

5. **How are "non-financial" and "financial" agreement types defined?**

   Non-financial agreement types are Material Transfer Agreements (MTA), Master Agreements (MA), Confidentiality Disclosure Agreements (CDA), and Data Use Agreements (DUA).

   Financial agreement types are Sponsored Research Agreements (SRA), Consulting Agreements (CA), Outgoing Subawards (OS), and Clinical Research Agreements (CRA).

   There is also an "Other Agreement" type available.

   Note: *Task Order Agreements should be logged using the Sponsored Research Agreement type.*

6. **Will the system send email notifications?**

   Yes, various individuals associated with an agreement (typically PIs) will receive email notifications at various points in the workflow. Please see the reference guides in the Help Center for detailed information on when email notifications are sent.

7. **How does a new Contracting (external) party get added to the system?**

   If you do not see the Contracting party in the system, 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 'National Institutes of Health', enter "%NIH%".

   If you still cannot locate the Contracting Party, please download the "UCF Customer Request Form" from the Project Wahoo site (https://wahoo.research.ucf.edu) and submit to OSPSponsor@ucf.edu.

8. **What happens with the data in CobbleStone?**

Existing contract data will remain in CobbleStone. There will be no data conversion to Huron Agreements.

9. **Is the central office still using CobbleStone for legal reviews?**

Yes. The central office will create the CobbleStone record when the agreement is ready to be routed for legal review (including fast track).

CobbleStone will continue to be legal counsel's single repository for agreement documents. Therefore the final, fully executed agreement document should be uploaded within Huron Agreements and CobbleStone.

For Owners in central office only - Please reference the "Check Out / Check In for Legal Review" section of the "Huron Agreements Quick Reference Guide for Owners in the Office of Research" for additional steps and information about this process. This document is located in the Help Center of Huron Agreements.

10. **How do I find a converted award record in ARGIS if I only have the RID and/or Project ID?**

Reference the "ARGIS to Huron Crosswalk" spreadsheet located in the "Documentation" section of the Project Wahoo website at https://wahoo.research.ucf.edu.

For Central Office Staff Only

11. **How are agreements assigned out within the central offices?**

Agreements can be submitted in the system by the central office or by the research community.

If the agreement is created and submitted by a Contract Manager, they may assign the Office and the Owner.

If the agreement is submitted by the research community, it will go into an "Unassigned" bucket which will be managed by a designated individual within the Contracts Office within the Office of Research. If the agreement stays with the Contracts Office, a Contract Manager will be assigned. If the agreement needs to be routed to the Research Foundation (RF), the office will be assigned and the Owner will be assigned to the designated intake person within RF. The designated intake person will re-assign within their office.

Note: Outgoing MTA agreements are automatically assigned to the Office of Technology Transfer and Outgoing Subaward agreements are automatically assigned to the Subawards Office.

12. **Who should Ancillary Reviews within the central office be assigned to?**

The following table indicates the designated intake person for their office's ancillary reviews.

Department	Intake Person
Export Control	Ashley Guritza *Note: These reviews should be completed within Huron prior to the legal review.*
EH&S	Don Sibley
Research Foundation	Amanda Coveney
Technology Transfer	Amanda Reno
Office of Research / Contracts Office	Peggy Allen

IRB	For MTAs, assign to Adrienne Showman
	For DUAs, assign to Renea Carver
IACUC	Cristina Calcano

Please use the "Submit Ancillary Review" activity to submit reviews in the system. This activity will generate an email notification and will be captured in reporting. **Do not use the "Manage Ancillary Reviews" activity to submit ancillary reviews.**

⚠️*Important: Each office will be responsible for communicating when the designated intake person will be out of office and the ancillary reviewer should be assigned to another person.*

13. **How can a Contract Manager (Owner) communicate instructions (comments) to an assigned ancillary reviewer?**

After adding the ancillary reviewer using the "Manage Ancillary Review" activity, use the "Notify Ancillary Review" activity to send comments directly to the reviewer(s). Please see pages 10 – 11 in the "Huron Agreements Reference Guide for Owners in the Office of Research" for additional information and detailed steps. This document is located in the Help Center of Huron Agreements.

⚠️*Important: When ancillary reviews are assigned to a designated intake person (see #11 above), the intake person must forward the Notify Ancillary Review email notification (with the comments from the Contract Manager) to the individual who is being re-assigned as the ancillary reviewer.*

14. **What if I have an agreement in ARGIS that needs an amendment?**

Create the agreement in Huron Agreements, enter the legacy ARGIS ID in the "Add UCF Reporting Data" activity, and move the agreement through the workflow to the Active state. Then, create the Amendment and perform your review tasks in Huron Agreements. Upload each prior amendment separately in supporting documents and include the "Mod XX" number in the document name. Be sure to update the ARGIS record with the Huron Agreements ID for cross reference.

15. **In some cases, the Office of Research will negotiate on behalf of the Research Foundation. In this scenario, which Office should be assigned in Huron Agreements?**

The assigned Office and Owner should correspond. Therefore, in this scenario the Office should be assigned as the Office of Research. Additionally, the Agreement Name should be prefixed with "RF".

16. **How should task orders be tracked within Huron Agreements?**

Create an agreement using the Sponsored Research Agreement type and begin the name of the agreement with "Task Order_#".