Below you will find answers to frequently asked questions about the Huron Grants software and related business processes for Award creation and management.

1. **Which Award SmartForm pages are a Researcher or Department Administrator responsible for completing?**

   - Budget Reconciliation page
   - Personnel Effort page
   - UCF Award Additional Information page (**Question 2. Only**)
   - Compliance Review page

   Please refer to the Huron Grants Activities Swimlane Diagram for information on this process flow.

2. **How can a Researcher or Department Administrator find help with the Award Budget Reconciliation Process?**

   Please refer to the "UCF Huron Grants Reference Guide for Specialists in the Award Management Office" for additional information.

3. **How can a Researcher or Department Administrator indicate that a deliverable is complete?**

   For deliverables managed in Huron, follow the link to the Award Workspace, click the Deliverables link above the workspace and click the "Complete" button beside the deliverable to which you are assigned.

   Note: The system does not prevent other users with edit permission on the award from "completing" other deliverables. The defined business process is that the assigned user will complete the deliverable and upload any documentation required. Please refer to the "UCF Huron Grants Reference Guide for Specialists in the Award Management Office", Training Topic – How to Manage Deliverables for instructions.

4. **When are deliverables created in Huron Grants and when are milestones created in PeopleSoft Grants?**

   All deliverables will be added to the Deliverables Award SmartForm page or via the "Manage Deliverables" activity in Huron Grants.

5. **What types of awards are created in Huron Grants?**

   The type of award is determined by the selected Fund Code on the Financial Setup page of the award SmartForm. The available types include:

   - Federal – Award sponsor is a federal agency

   - State – Award sponsor is a state agency

   - Private – Award sponsor is a business

   - Program Income – Award sponsor is a federal agency

   - In House – Award sponsor is UCF

   - I4 Awards – Award sponsor is part of I4 specialized program

   Note: Research projects related balance accounts, conferences and scholarships will be setup directly in PeopleSoft Grants and not in Huron Grants.

   Please refer to the "UCF Huron Grants Reference Guide for Specialists in the Award Management Office", Training Topic – Create an Award for instructions.

6. **How are deliverables added to a converted award?**

At initial go-live with Huron Grants, deliverables on converted awards will be managed by the Award Management Office in ARGIS. Once the deliverable conversion is complete, all deliverables will be managed in Huron Grants by accessing a converted award and select the "Manage Deliverables" activity on the Award Workspace. The system will generate an automatic email notification to the person to whom the deliverable is assigned based on the due date and frequency rules identified for the deliverable.

7. **Which Award SmartForm pages are Award Management Office Administrators responsible for completing?**

- General Award Information
- Related items
- Financial Setup
- Budget Allocations
- Terms and Conditions
- UCF Award Additional Information (**Questions 1. and 3. Only**)
- Deliverables
- Completed Award

Please refer to the Huron Grants Activities Swimlane Diagram for information on this process flow

8. **How do Award Management Office Administrators know when to create a new award?**

The Office of Research post-award workflow begins when a proposal is in the state of "Award Letter Received" and the assigned specialist is Mary Davis. From here, the proposal will be reassigned to the post-award specialist who will create the award from the proposal. Please refer to the Huron Activities Swimlane Diagram for further information on Award workflow.

9. **How do Award Management Office Administrators perform award closeout?**

The award closeout process for the Office of Research will require the specialist to whom the award is assigned to first close the award in PeopleSoft Grants and then in Huron Grants. Navigate to the Award Workspace and select the "Complete" activity.

10. **When do Award Management Office Administrators need to create a designated review for an award?**

The Office of Research post-award workflow includes creating and submitting designated reviews once the Award SmartForm has been finalized by the specialist and is in a state of Draft. The specialist will create a designated review and assign it to a post award QA analyst to review the award setup. Once complete, the Post-award QA analyst will complete the review and the award will return to the assigned specialist. Please refer to the Huron Activities Swimlane Diagram for further information on Award workflow.

11. **How do Award Management Office Administrators create a pre-award spending account?**

A pre-award spending account is an award set up before the actual award is received. The proposal specialist will mark the proposal as "Award Anticipated" and assign Mary Davis as the specialist. From here, the proposal will be reassigned to the post-award specialist who will create the award from the proposal. When the award is created, the specialist will need to select "Advance Account" for the "Authorization" question on the Budget Allocations award SmartForm page. Please refer to the "UCF Huron Grants Reference Guide for Specialist in the Award Management Office," Training Topic - How to Create an Award Modification for additional information.

12. **How do I transition a pre-award (advanced account) to an award?**

Create an NGA Revised Award modification.

13. **How are donations for the Research Foundation (RF) set up on an award?**

Donations for RF are captured by selecting "As Incurred" as the Product on the UCF Award Additional Information Award SmartForm page.

14. **When can I use No Cost Extension (NCE) funding?**

These are types of award modifications where a change is required to extend an award period beyond the original award end date, which will allow the original scope of work funded by the sponsor to be completed. A no cost extension would result in a change to the last allocation end date and the overall award end date.

15. **For which types of award changes are ancillary reviews required?**

Changes to awards that require ancillary reviews include renewals, revisions and resubmissions. Please refer to the "UCF Huron Grants Reference Guide - How to Manage Ancillary Reviews" for additional information.

16. **How are early terminations on awards managed?**

Awards that require early termination are managed using the early termination award modification type.

Note: Since the overall state of an award is changed to "Terminated" when an early termination modification is approved, the Award Management Office Specialist will need to start the closeout process in PeopleSoft before approving the award modification in Huron Grants.

17. **What are the different types of award modifications?**

Award Modification definitions, examples and instructions are detailed in Section &. How to Manage Award Modifications section of the Huron Grants Reference Guide for Specialists in the Award Management Office guide that can be found in the Help Center on the Guides tab in the Huron Grants module.

18. **How does an Award management Office Specialist finalize an Award or an Award Mod in Huron Grants?**

Please refer to the "UCF Huron Grants Reference Guide for Specialists in the Award Management Office" for additional information.

19. **How does an Award Management Office Specialist create an award modification?**

Please refer to the "UCF Huron Grants Reference Guide for Specialists in the Award Management Office," Training Topic – How to Create an Award Modification and the Award Modification process flow diagram for instructions and information on this process.

20. **How is funding from a supplemental proposal managed?**

Typically, a supplement is set up as an award modification on an existing award. Please refer to the "UCF Huron Grants Reference Guide for Specialists in the Award Management Office," Training Topic How to Create an Award Modification for instructions on creating a Revision/Supplement award modification.

21. **How will access to converted Master Agreements be managed?**

Converted Master Agreements will be displayed as one project with multiple financial accounts in Huron Grants. Specialists will adjust the read/write permission on Master Agreements to Specialists and Global Grants Viewers only. PIs will monitor their accounts associated with a Master Agreement through PARIS.

22. **How are Award Decision Notifications handled when submitted to the OSP@ucf.edu mailbox?**

Award decision notifications received by anyone other than the Award Management Office are sent to the OPS@ucf.edu mailbox along with the proposal ID. From there, an award management specialist will access the proposal, click the "Award Letter Received" activity, and provide the required information. Once this is complete, the status of the proposal will change to **Award Notification Received** on the proposal. From here, the award management specialist can click the "Create Funding Award" button to create the award from the proposal.

23. **How are modification requests for accounts on a converted Master Agreement created?**

Modification requests for converted master agreements will need to be managed outside of the Huron Grants application though email. Once the requests have been approved, the Award Management Office will create the mod request in Huron Grants.

24. **How are Level 1 budgets defined in PeopleSoft?**

Awards should be set up in PeopleSoft the same way they are defined on the Huron Award. PeopleSoft will display budget categories but will still roll up to an overall total.

25. **How is overhead returned to units when there is credit split?**

The overhead is distributed based off of how the PeopleSoft projects are set up.

26. **Can awards be set up while a contract is still being negotiated?**

You can set up the award as an advance account or wait until the contract is finished and then set up the award.

27. **Do departments need to complete their portion of the Award SmartForm before the Award Management Office can set up the award in PeopleSoft?**

Yes. The Award Management Office business process is that they will not set up an award in PeopleSoft until the Award SmartForm and approvals are completed in Huron Grants.

28. **Do award modification requests need to be created for NSF no cost extension requests?**

The purpose of award mod requests is to alert Award Management that an award modification needs to be created. The existing process is required and serves as that notification, therefore an additional award modification request does not need to be created in Huron.

29. **How will Research Development Awards be set up?**

The winning college or department will need to create an internal proposal in Huron Grants and submit that proposal according to standard business practices. The award management team will set up the award once the proposal is complete. Please refer to the "UCF Huron Grants Reference Guide for the Research Community" for instructions on creating and submitting proposals.

30. **How is a re-budget between categories on an active award requested?**

Through the "Request Award Modification" activity.

Notes:

- *It is recommended that award mod requestors provide the amounts and to what categories the changes should be made to facilitate the requested change. Attachments can be added to the mod request with additional details as needed.*
- *Award Modification requests do not need to be created if the Award Management Office is already aware of the needed change.*

31. **What types of ancillary reviews are required to be completed before an award can be activated?**

Ancillary reviews for Awards or Award Modifications can be set up to manage internal processes within the office. Required ancillary reviews will only be necessary if there are changes from the proposal approvals or if a review was not conducted at the time of proposal on awards and only if the modification is different from the initial reward. 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.

32. **How does the research community request a rebudget (budget transfer) or a no cost extension to an existing active award?**

The research community would need to create an Award Modification Request in Huron if they need a rebudget (budget transfer) or a no cost extension to an existing active award. The request allows the research community to enter comments and attach supporting documents. The research community can continue to attach the exiting documents (forms) for the NCE request and the rebudget (budget transfer) request by attaching those documents to the Award Modification Request in the system and submitting the request.

33. **Who can edit an award in Department Edit state?**

All people defined as editors on an award will see the award in their inbox when the state is "Department Edit." Any of these users can complete the department part of the award SmartForm and then submit to Specialist.

34. **How are budgets updated on an award if the amount awarded is different than the proposed amount?**

When multiple budgets are defined on a proposal, the business processes is to have the proposal creation team attach a consolidated budget to the proposal. When an award comes in that is different than the proposed amount, Department editors will need to update the consolidated budget and attach it to the award.

35. **How are attachments on a record updated?**

When an attachment is added to a record, a user can update the attachment with a newer version by using the "Manage Attachments" activity in the left navigation window. Click the ellipses beside the existing version of the attachment, select upload revision and browse to the newer file that you want to upload. Click OK to save. The newer document will be saved and have an increment version number assigned.

Note: The attachment or document must be uploaded as a revision to record versioning and save the record of previously uploaded documents. Deleting a document and adding a new document will not store previous versions or increment versioning.

36. **Are older versions of attachments stored in Huron?**

When an attachment has been updated on a record, it is still possible to review the previously saved version of the attachment. Access the workspace of the record with the attachment you want to review and click the "History" tab. From there, click the "Added Attachments" link for the previously saved attachment to view the document.

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	Sara Waugh		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 Proposal UCF Financial Interest Disclosure SmartForm.	Yes
eCRT	Other	Daniel Sierra		Follow currently defined business processes for reviews.	Per Business Process

Export Control	Export Control	Ashley Guritza	Mike Miller 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 Proposal Support 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