

Huron Grants – Subaward Frequently Asked Questions

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

Managing subawards requires the Subaward Managers to process Outgoing Subaward Agreements in Huron Agreements as an Owner (Contract Manager) and process the Subaward record in Huron Grants as a Contract Specialist.

1. How does the Award Management Office notify Subaward Managers that they need to create a subaward?

The Specialist in the Award Management Office will create an Outgoing Subaward Agreement from the Award Workspace in Huron Grants and then navigate to Huron Agreements to complete the Outgoing Subaward agreement SmartForm and submit it to the Contracts Office. The Outgoing Subaward agreement will be assigned to the Subaward Managers in Huron Agreements.

Please refer to the “How to Manage Subawards” section of the “UCF Huron Grants Reference Guide for Specialists in the Award Management Office” for additional information.

2. As a Subaward Manager, what steps do I need to complete in Huron Grants?

Once the Subaward Agreement is activated in Huron Agreements, you will need to create the Subaward record from the Award and complete the information in Huron Grants. Once the information is completed, the Activate activity is used to activate the Subaward.

3. How do I add a sub-recipient to an award?

Adding a sub-recipient to an award means creating a Subaward, as noted above.

Please refer to the “How to Manage Subawards” section of the “UCF Huron Grants Reference Guide for Specialists in the Award Management Office” for additional information.

4. What documents do I attach on the outgoing Subaward?

Since the primary subaward document, the Subaward Agreement (contract), is added to an Agreement record in Huron Agreements, the only documentation you are likely to need to attach to a Subaward in Huron Grants would be any monitoring documentation required.

5. How do I request a modification on an outgoing Subaward?

There is no modification request on a subaward. Typically there would be a subaward agreement that you would use to create an amendment in Huron Agreements. After the agreement amendment is approved, the Subaward Manager would then update the subaward record in Huron Grants.

6. Can the PI or Department Administrator complete Subaward deliverables?

Yes by navigating to the subaward workspace, clicking the Deliverables tab and completing the applicable deliverable(s).