

Use this form to request to add a new sponsor or update an existing sponsor in Workday.

For Huron Grants, attach the completed form to the proposal and create an ancillary review to the designated UCF or RF Sponsor Steward defined below:

- UCF Sponsor Steward = Maria Wick (including sponsored research even if submitting party is RF)
- RF Sponsor Steward = Rose Carpenter (for RF proposals entered for donations, sponsorships & service agreements only)

For all other Huron modules, email the form to [OSPSPponsor@ucf.edu](mailto:OSPSPponsor@ucf.edu).

**Note:** Before requesting a new sponsor in Huron, 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 US Department of Agriculture, search for “%agriculture%”. You can also search for acronyms such as “%NSF%” or “%NASA%”.

\*Huron ID(s) \_\_\_\_\_

**Business Unit** UCF  Research Foundation

**Sponsor Information**

New  Update  If update, provide Sponsor ID: \_\_\_\_\_

\*Sponsor Name: \_\_\_\_\_

\*Address (Line 1): \_\_\_\_\_

Address (Line 2): \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_ \*Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Website: \_\_\_\_\_

\*Is Publicly Traded? Yes  No  <https://www.wsj.com/market-data/quotes/company-list/a-z/A>

**Sponsor Contact Information** Contact Only  No Sponsor Contact Available  Address same as above

**Note:** For Huron Grants, this is the financial contact.

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ \*Email: \_\_\_\_\_

\*Address (Line 1): \_\_\_\_\_

Address (Line 2): \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_ \*Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Preferred Communication: Email  Phone  Standard Mail

**Submitted By**

First and Last Name: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Indicates required field