

To: All campus  
Sent: Zenaida Gonzalez Kotala  
On Behalf: Dorothy Yates, Associate Vice President for Research Administration  
Re: Huron Research Suite Grants - Go Live Schedule, Training Opportunities  
Release Date: Oct. 7, 2019

Researchers will be using a brand-new software system to submit research proposals and check their status beginning **Oct. 21**. This is the latest software upgrade in a multi-year project to enhance the research enterprise at UCF.

As we get ready for the transition from the old system to the new, we know there will be many questions and likely some bumps as the system comes fully online and integrates to the rest of the research ecosystem.

Here is the schedule of our transition plan and training opportunities available to all faculty and research administrators before we go live on Oct. 21.

### **Proposals**

If you have proposal you need to upload into the system. Here's what to do:

- \*If the sponsor deadline is on or before Oct. 25, use the current ARGIS system to submit
- \*If the sponsor deadline is after Oct. 28, use the new HRS Grants system

### **Awards**

For awards follow these steps:

- \*New awards will be set up within ARGIS if submitted before 5 p.m. on Oct. 18
- \*Award modifications requests go through ARGIS if submitted before 5 p.m. on Oct. 18
- \*New award set up requests will not be considered between Oct. 19-20 (weekend)
- \*New Award set up requests go through HRS Grants beginning Oct. 21
- \*No new project ids will be issued between Oct. 21 and Nov. 7. However, your business operations will not be impacted. Please see the paragraph below on spending for a short-term process.
- \*Award Modification requests and New Project IDs go through HRS Grants starting Nov. 7

The goal is to have proposal processing available in Huron Grants on Oct. 21. Then on Nov. 7 all active awards, defined as having at least one open project, will have been converted and available in Huron Grants. ARGIS will only be available in a "read only" mode for proposals and grants historical reference as long as needed.

### **Spending on projects**

If you need to spend money on an account and do not have the ability to create a new project between Oct. 21-Nov.7, here are some options.

\*If you have a P-card, use it for purchasing.

\*If you do not have a P-card, Chris Hale in the Office of Research finance office will set up an account for you to charge your expenditures. He can be reached at Christopher.hale@ucf.edu. Journal transfers will be used to reconcile expenditures once transition is complete.

### **Training Opportunities**

Training has been scheduled and is open to all faculty and research administrators. It is ideal to attend one of each session.

#### **Session 1**

10 a.m. - noon on Tuesday, Oct. 15 in the Teaching Academy, room 117

OR

10 a.m. -noon on Wednesday, Oct. 16 in the Teaching Academy, room 117

#### **Session 2**

1-3:30 p.m. on Wednesday, Oct. 16 in the Teaching Academy, room 130

OR

9-11:30 a.m. on Thursday, Oct. 17 in the Teaching Academy, room 117

Expect other communications regarding PeopleSoft Grants and PeopleSoft HCM coming soon, as part of the UCF Rising initiative.

We know change is tough. But we are here to support you as we move to a more resilient and efficient research administration management system. Your support and engagement throughout this transition has and continues to be extremely important and we thank you for your contributions.

Please continue to watch for updates as the go-live dates get closer.

If you have questions visit <https://wahoo.research.ucf.edu> or email at [wahoo@ucf.edu](mailto:wahoo@ucf.edu).