

Instructions for Files Uploaded to Huron Grants

To improve record keeping in Huron Grants, and to streamline the proposal review process, the Office of Research Central Proposal Office has developed the following set of instructions for documents uploaded to the Huron Grants Attachments page.

- Ensure only the current/latest version of each document is uploaded. The “Upload Revision” function may be used to upload updated versions of the same document.
- Ensure there are no duplications in documents unless the data is needed in multiple formats (e.g.: PDF + Excel).
- Include the type of document in the file name (see below for suggested file names).
- Upload email submission packages as combined PDFs with the exception of documents that are required by the sponsor to be submitted separately or in other formats. When a submission includes multiple file types, include a comment outlining the files to be submitted. For separate and/or non-PDF files, include reference to the requirement by the sponsor.
- Upload subaward packages as combined PDFs. Subaward packages should be complete in one combined file even if certain items are present in the proposal package. Note: Files that are exceptionally difficult to PDF and combine (e.g.: DARPA budget, locked PDFs) may remain separate. In these cases, include a clear file name and a clarifying comment.
- Upload all applicable lead and prime sponsor guidance, including BAAs, that are specific to the opportunity (not PAPPG, NIH General Instructions, NASA ROSES).
- Upload a copy of the Internal Budget excel spreadsheet when more than one budget smart form is entered into HRS, and when agreed to with the Proposal Specialist.

Additional Notes:

1. File “Titles” can be customized through the HRS “Add Attachments” or “Upload Revision” functions without changing the original file name.
2. According to the 5-Day Rule, all documents submitted for Initial Review must be in final form, except for the Scope of Work (a.k.a. Research Strategy, Project Description), which may be in draft form until submitted for Final Review.
3. Please ensure all required documents are uploaded before submitting for Initial Review. No documents may be added or changed while the proposal is in Specialist Review.

Suggested File Names:

- Guidelines: “Guidelines/Solicitation/RFP/BAA”
- Budget: “Budget_(Date)”, “Budget_(v1)”
- Proposal: “Proposal_(Date)”, Proposal_(v1)”
- Subaward Package: “Subaward_UF_(Date)”, Subaward_UF_(v1)
- COI certifications: “Certs_Combined” - **REQUIRED**

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