Huron Agreements is a contract management solution that supports the management of financial and non-financial research agreements.

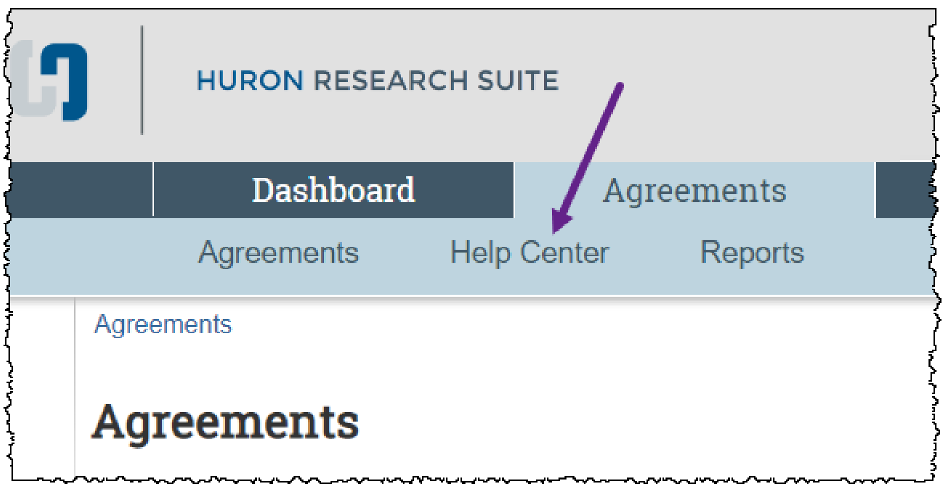
This guide describes how the research community (PIs, Department Administrators, etc.) will interact with the Huron Agreements system.

Tip: *See the "Introduction to Huron Agreements" reference guide in the Help Center for general information on navigation, user roles, searching, and workflow.*

Reference the Appendix at the end of this document for additional information on workflows, email notifications, and understanding Huron ID numbers.

Need more help?

- If you are experiencing a technical issue with the system, please submit a ticket to the Graduate and Research Information Technology (GRIT) help desk at GRITServiceDesk@ucf.edu and include the Huron Agreements ID.
- Visit the **Help Center** within Huron Agreements for additional training documentation and videos.



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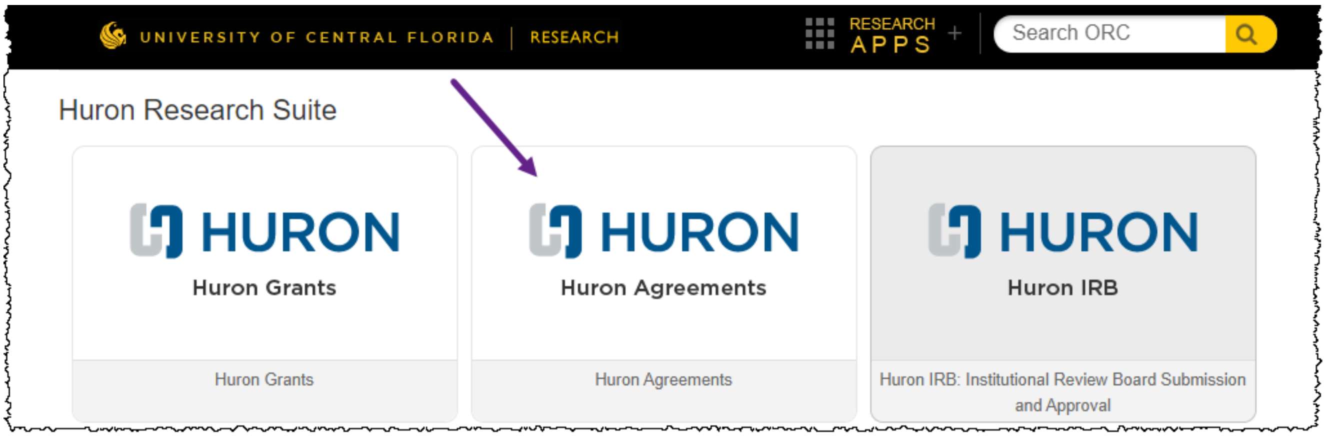
1. Navigating Huron Agreements

1.1. Logging In

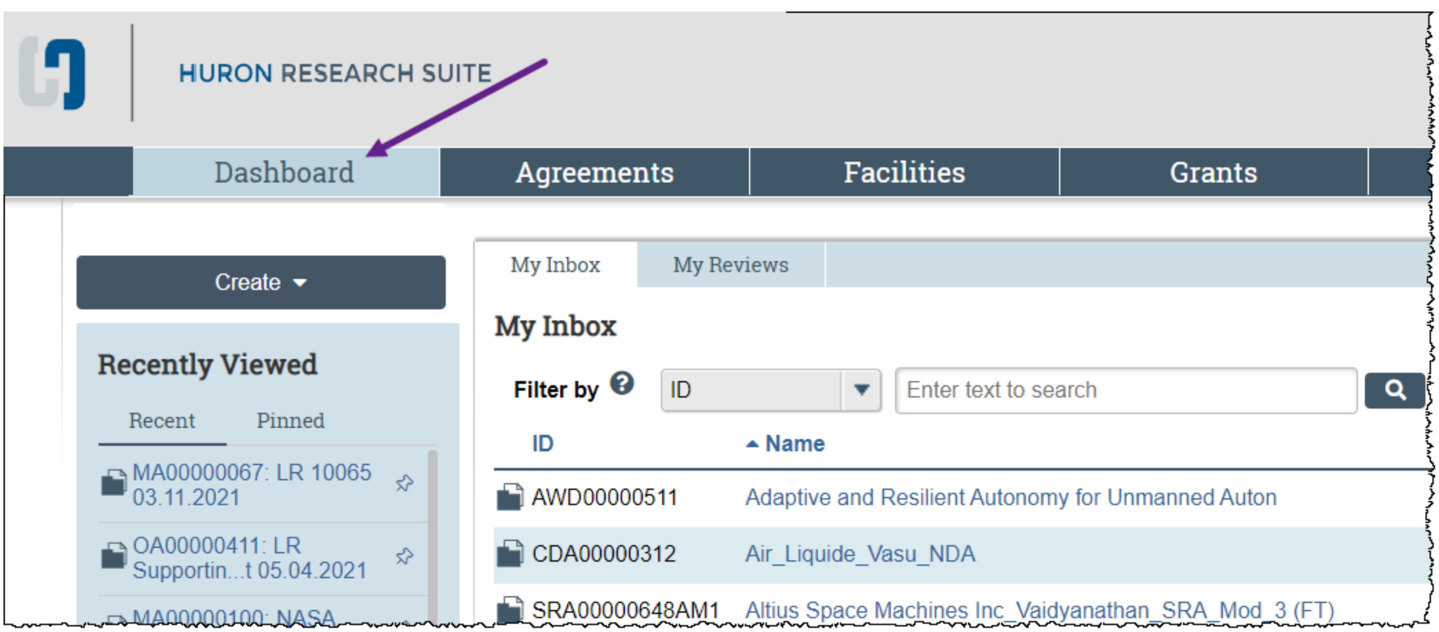
The Huron Agreements system can be accessed from the https://apps.research.ucf.edu website. Click on the "Huron Agreements" tile. Login using your NID.

Note: *Huron is supported on all modern browsers, however it is recommended to use Chrome.*



1.2. Dashboard page

The Dashboard is a personalized view of your records (e.g. Agreements, Amendments) that have tasks in progress or require action from you. The state (status) of the record typically implies what action(s) need to occur. You are able to access and view agreements <u>you are associated with</u>, either as a PI, PI Proxy, Primary Contact, Agreement Collaborator, or Ancillary Reviewer.

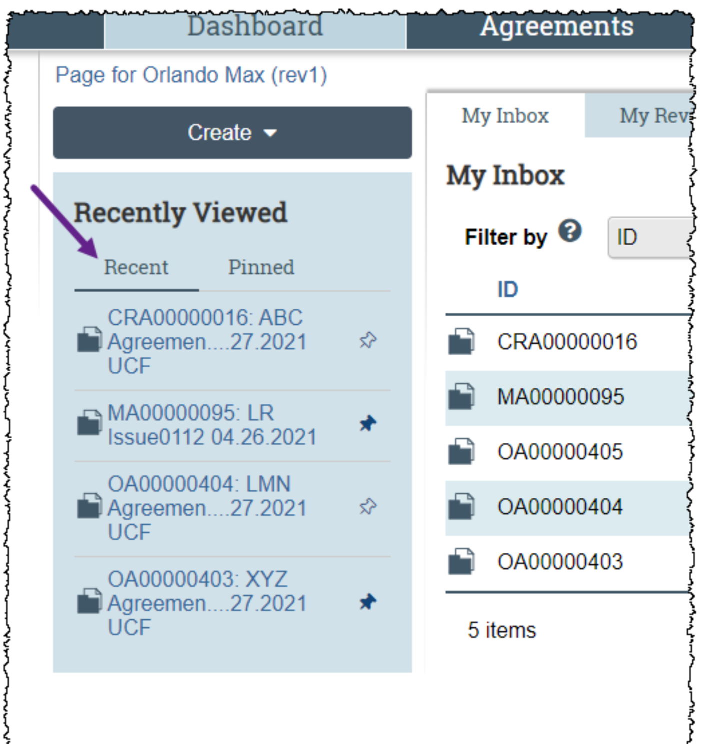


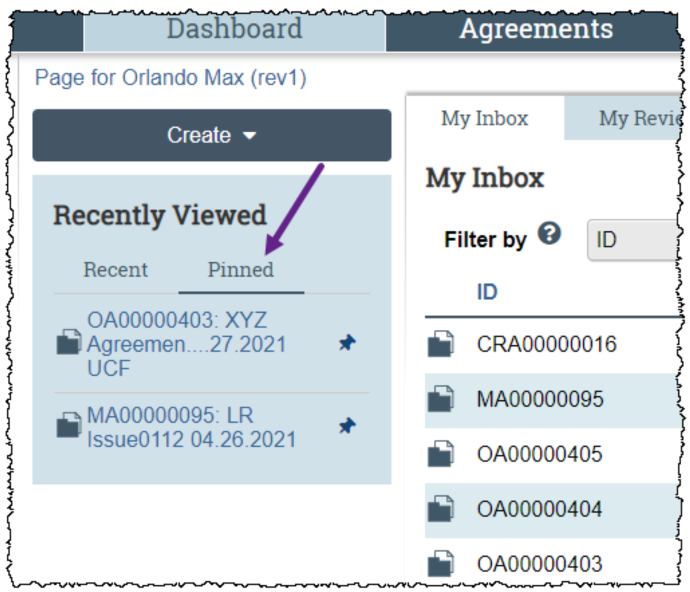
The Dashboard contains the following features:

- **Create** – Click the **Create** button to access the **Create Agreement** button.

- **Recently Viewed** – This section displays the last ten records you have accessed.

Click on the thumbtack icon displayed to the right of the record to 'pin' records for quick access in the future. Click on "Pinned" to see those records.

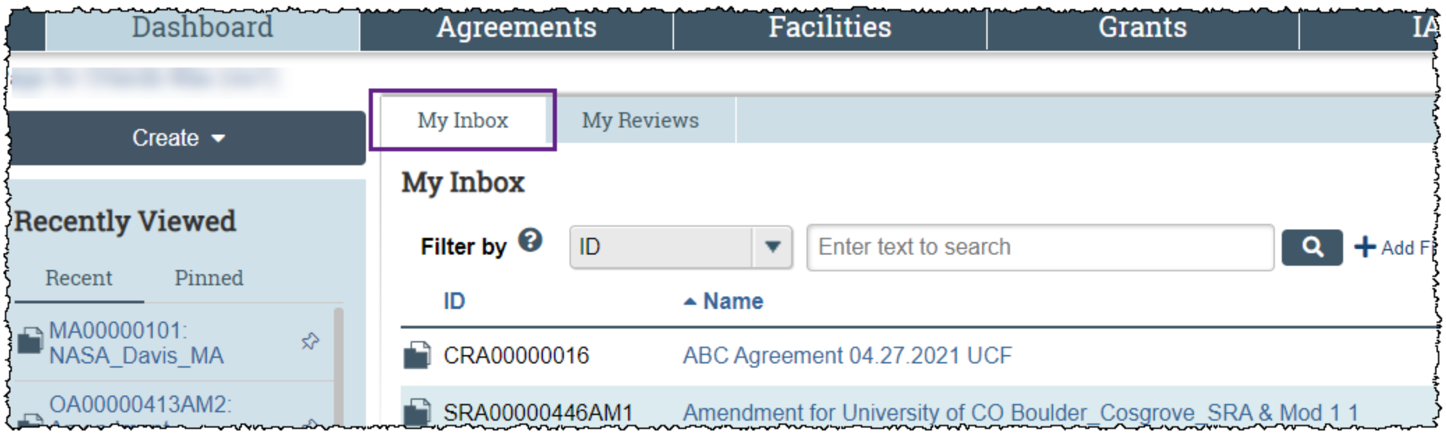




1.2.1. My Inbox tab

The **My Inbox** tab acts as your to-do list and contains records from any of the Huron modules (Agreements, Grants, IRB, etc.) that require an action from you.

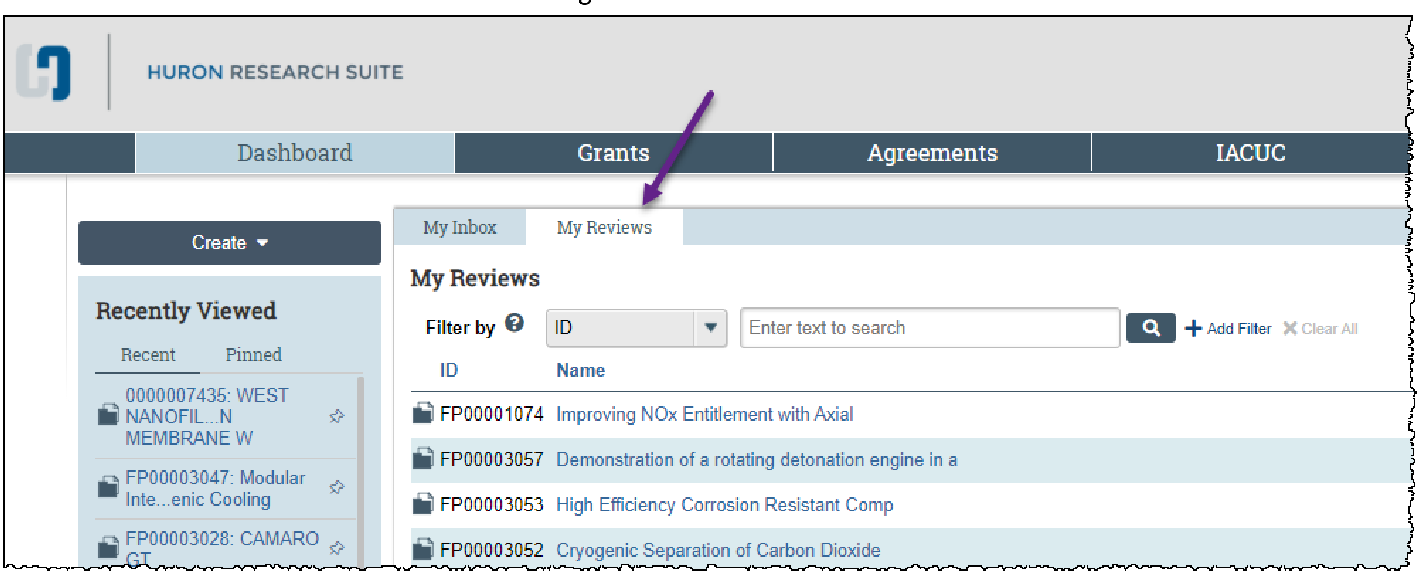
Click on the Name of the record to access the Workspace or use the **Filter By** options to search for specific records. See the Records Search section below for additional guidance.



1.2.2. My Reviews tab

The **Reviews** tab is a subset of the **My Inbox** tab and includes a list of records where an ancillary review is assigned to you.

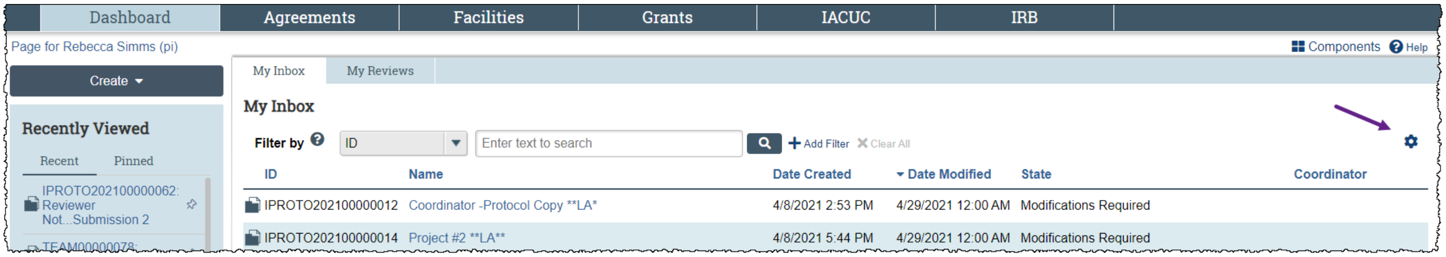
Click on the Name of the record to access the Workspace or use the **Filter By** options to search for specific records. See the Records Search section below for additional guidance.



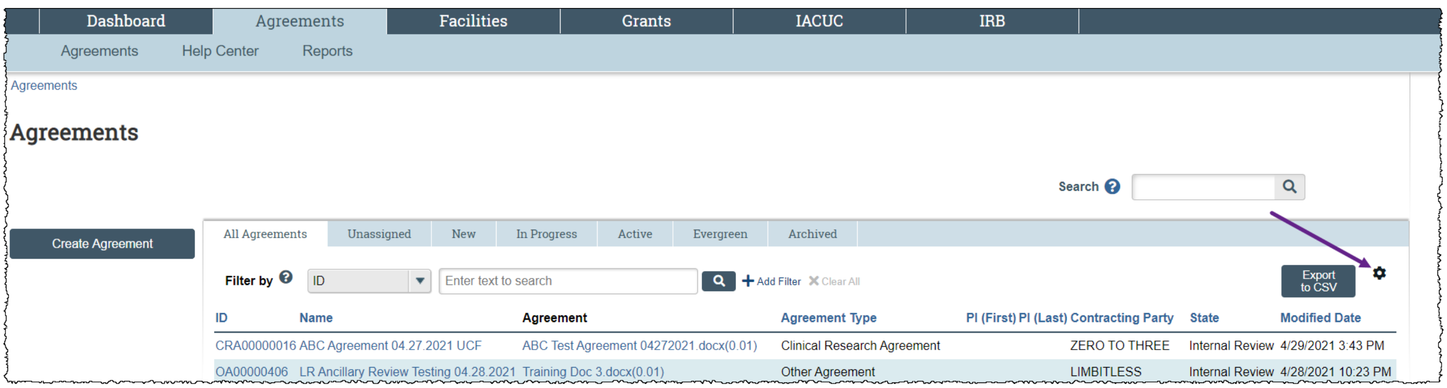
1.2.3. Personalize Display

The Dashboard and the Agreements pages allow individuals to customize the display of information on the tables displayed on the tabs of these pages. Click on the gear icon (right side of screen) to display the Personalize Table.

Dashboard:

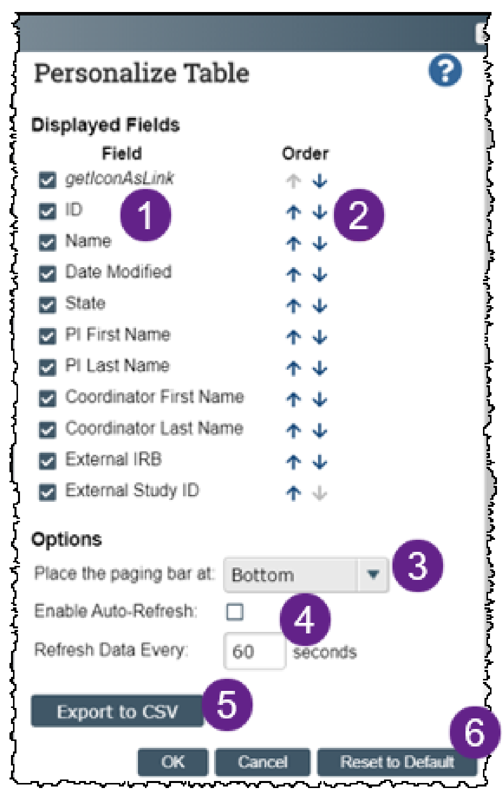


Agreements:



The display options include the following:

1. **Displayed Fields:** To hide (or show) a given field, unclick/click the checkbox.
2. **Order:** To reorder the columns, click the up and down arrows accordingly.
3. **Paging Bar:** To personalize the location of the paging bar, select *Top*, *Bottom* or *Top & Bottom*.
4. **Auto-Refresh:** Click the **Enable Auto-Refresh** checkbox and specify a refresh interval (in seconds) to auto-refresh the data. If you elect to not auto-refresh, data refreshes with the next page action.
5. **Export to CSV:** Click this button to export the list of records to Excel. The export honors currently displayed fields, sort order, and filters.
6. **Reset to Default:** Click this button to revert to the default settings for the data list.

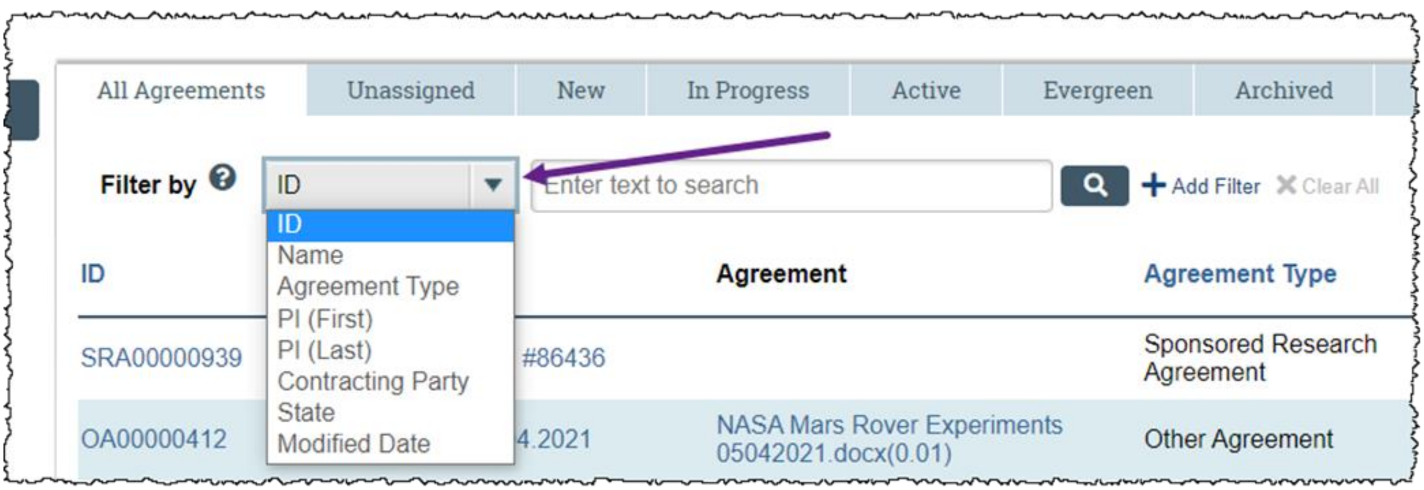


1.3. Agreements page

The Agreements page contains a list of all records you have permission to edit or view. Individuals have access to edit or view records they are associated with either as the PI, Collaborator, Ancillary Reviewer, etc.

The sub-navigator bar organizes the Agreements page into these topics: Agreements, Help Center, and Reports. Click on Agreements to view a list of a list of all records you have permission to edit or view. On each of these pages, records are organized across different tabs that relate to states in the workflow.

Use the **Filter By** options to search for specific records, and then click on the **Name** or **ID** of the record to access its Workspace. See the Records Search section below for additional guidance.

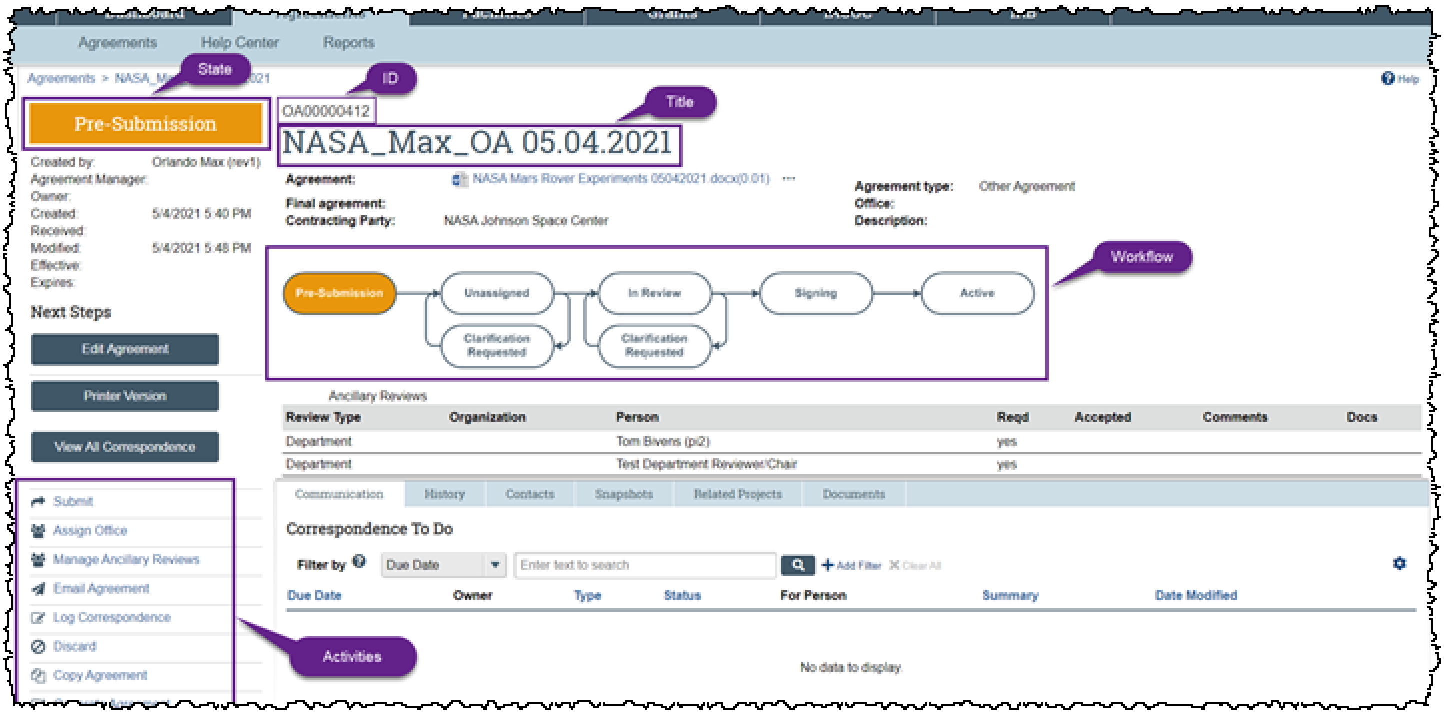


1.4. Workspace

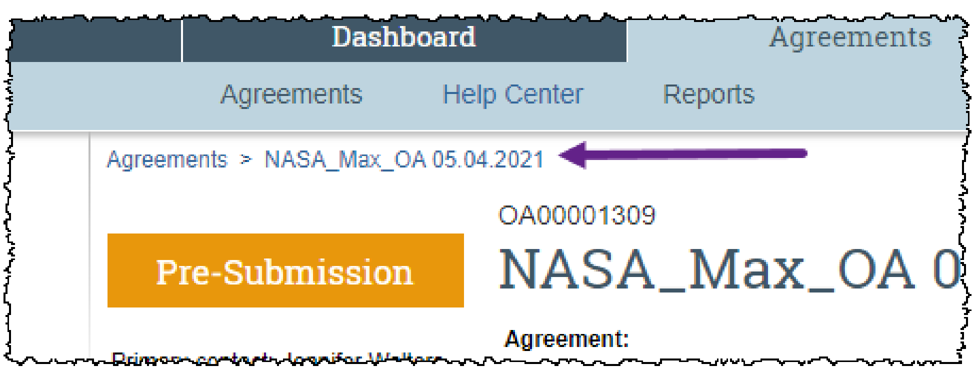
The Workspace is the profile page of the Agreement or Amendment record and contains high-level identifying information about the record including the ID, state, key contacts, important dates, etc. This page also contains various buttons and links to perform actions on the record.

The information displayed on this page is dependent upon the state of the record and your user role. The Workspace is accessed by clicking on the ID or Name of the record from the Dashboard or Agreements pages.

The tabs displayed on the Workspace contain additional details about the record, including the history, contacts, and documents.

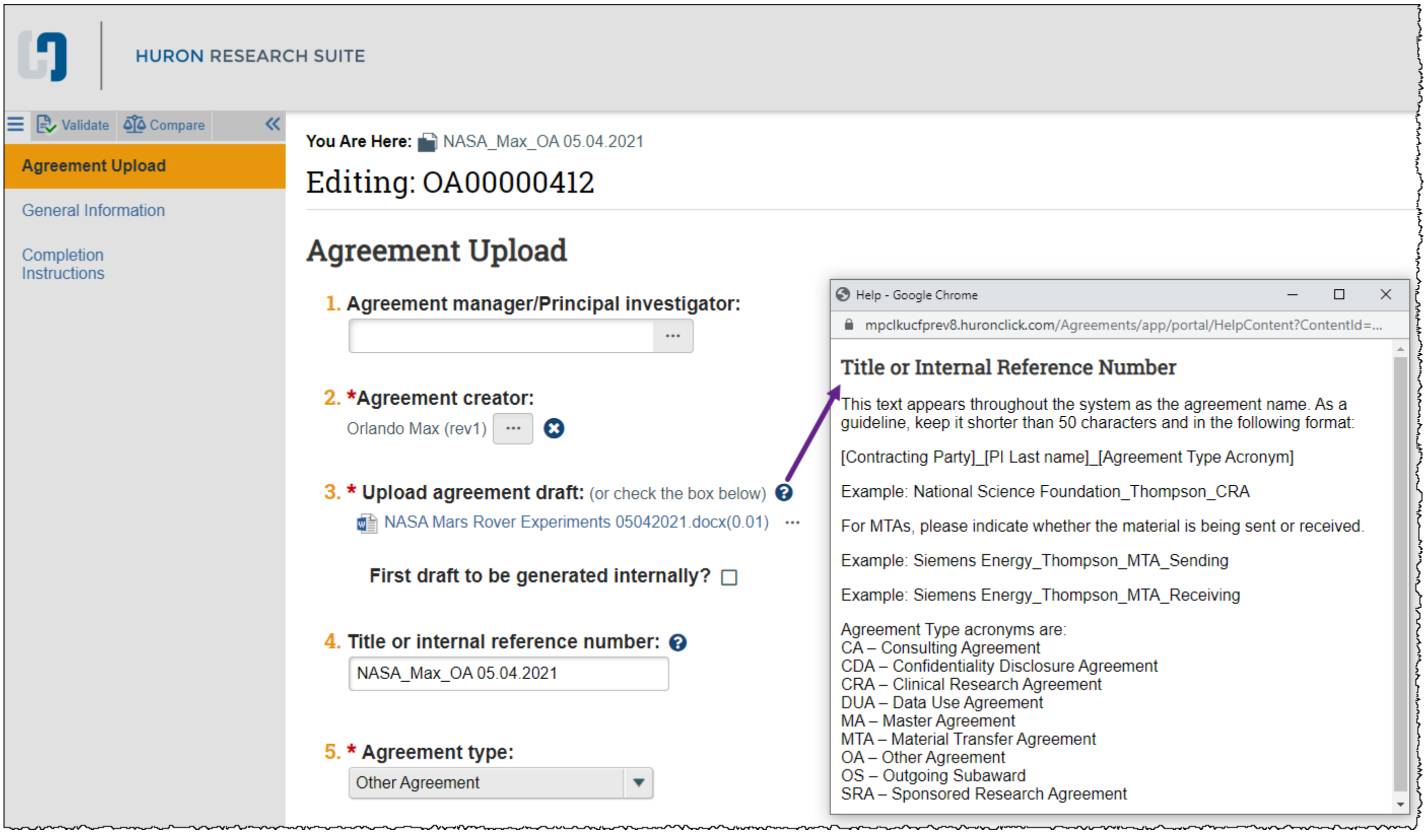


- **Breadcrumbs:** Both the **Dashboard** and the **Amendments** pages provide a helpful method of navigating quickly from one Agreement page to another. This feature is known as breadcrumbs, a visual aid to help you return to a previous page with fewer mouse clicks. As shown below, when you are finished reviewing a specific agreement's workspace, you can simply click on the breadcrumb labeled "Agreements" to return to your previous **Agreements** or **Dashboard** screen.



1.5. SmartForm

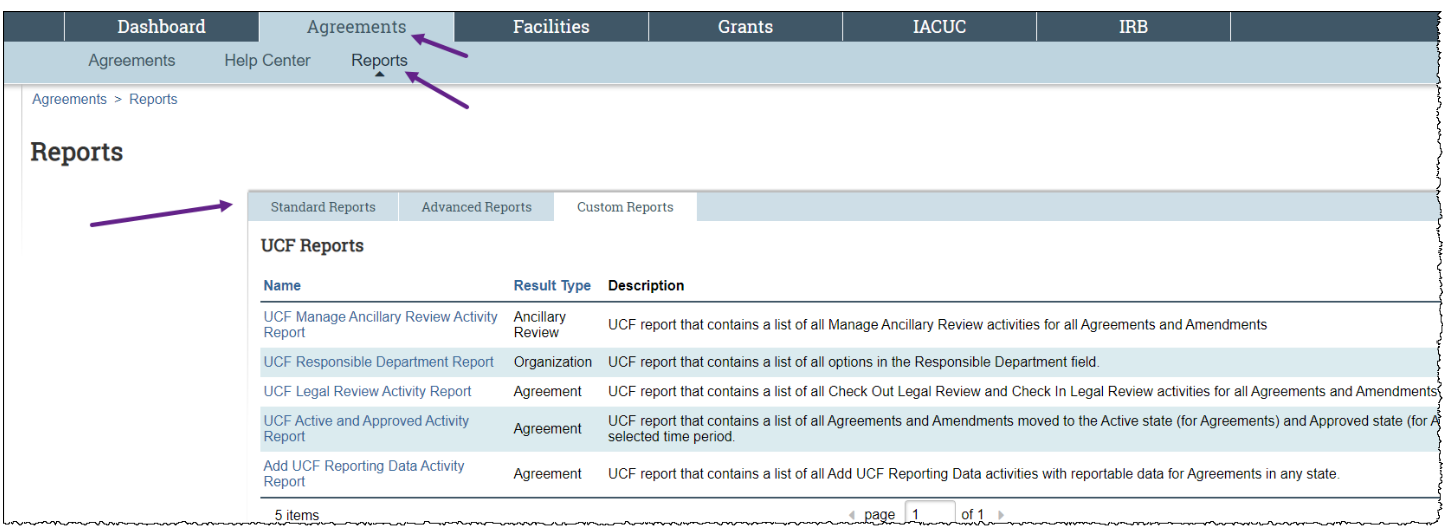
The SmartForm is a series of pages with detailed information about the record. Agreements and Amendments have unique SmartForms. A red asterisk (*) next to a question indicates the field is required. Click the Help icon ( ) for more information about how to answer the question.



1.6. Reports

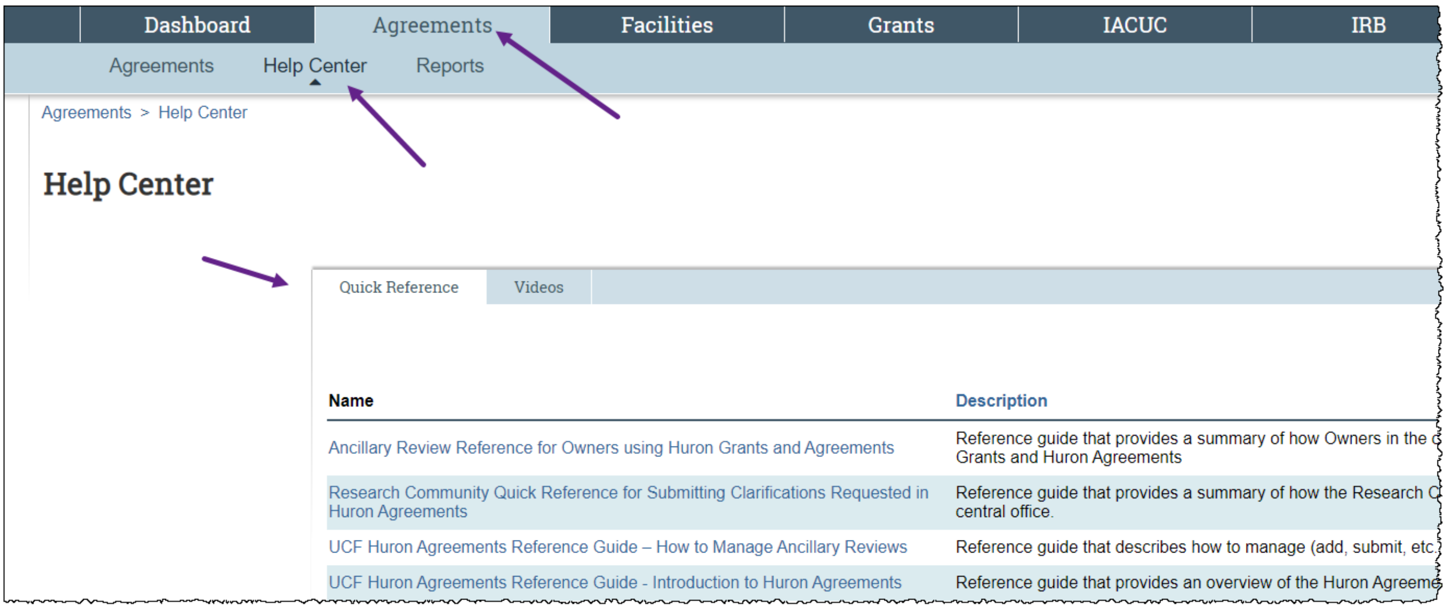
The Reports page is organized into three tabs for Standard, Advanced, and Custom reports. The Standard and Advanced reports are delivered by Huron. The Custom Reports tab contains reports created specifically for UCF. All reports can be exported into Excel.

Additional reports are available in AURORA which can be accessed from https://apps.research.ucf.edu.



1.7. Help Center

The Help Center page is organized into two tabs that contain UCF reference guides (Quick Reference) and videos which provide step-by-step instructions on how to use the system.



1.8. How to Search

There are two ways to search in the system – Records search or Site search. The sections below explain how to search using either of these methods.

The Records search provides the ability to search for Agreement records by using various information such as the ID, Name, PI Name, etc.

The Site search is more robust and provides the ability to search for key words or phrases across the entire Huron Agreements site.

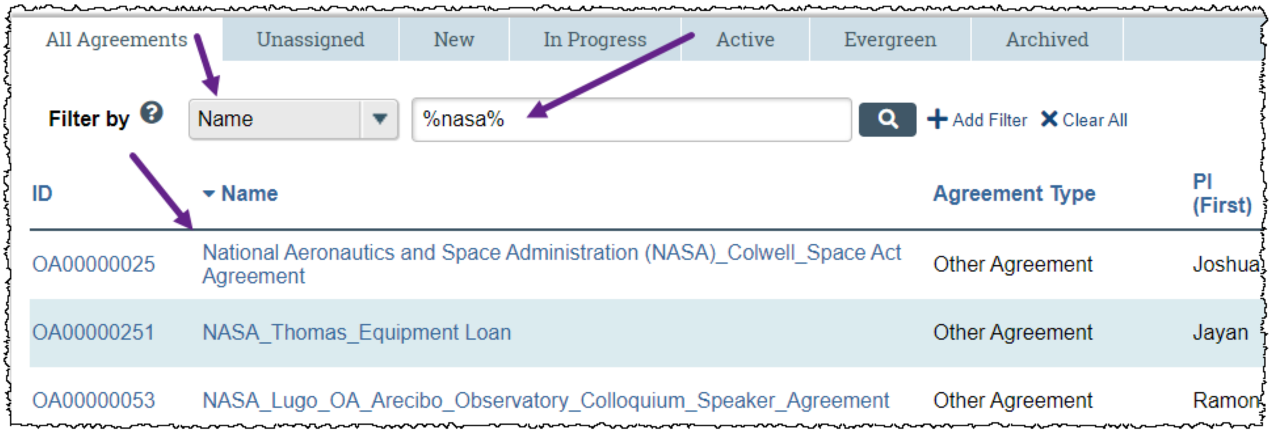
1.8.1. Records Search

The Records search provides the ability to search for Agreement records by using various information such as the ID, Name, PI Name, etc. This search option is available on the Dashboard or Agreements pages. Use the **Filter by** fields to search for an agreement by various information (e.g. ID, Agreement Name, State, etc.).

Click the Help text icon for more information about search options. The most common searches are:

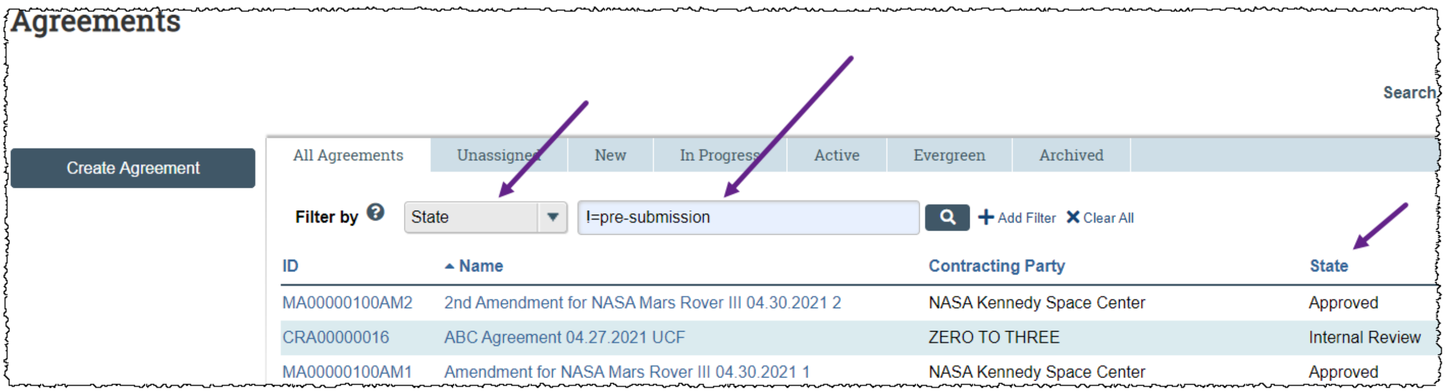
- **Searching for key words** - Use the wild card feature by entering a "%" sign before and after the key word.

  In the example below, the user searched for the word "NASA" in the agreement name by selecting "Name" in the **Filter by** drop-down list and entering "%NASA%".



- **Excluding key words** - enter "!=" prior to the key word.

  In the example below, the user excluded agreements in the Pre-Submission state by selecting "State" in the Filter by drop-down list and entering "!=pre-submission."

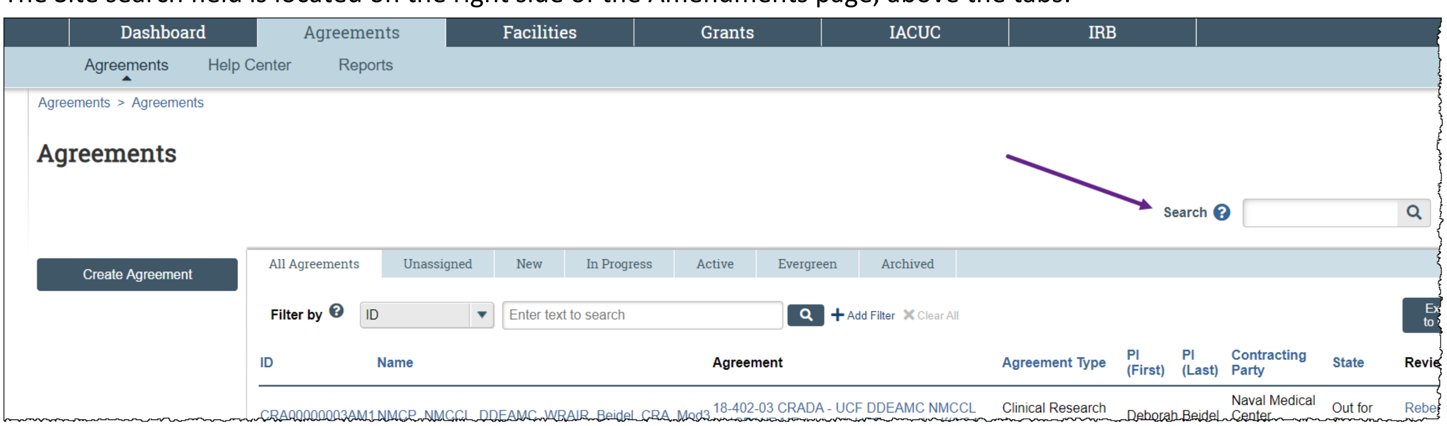


1.8.2. Site Search

The Site search is more robust and provides the ability to search for key words or phrases across the entire Huron Agreements site. This search option is available on the Agreements page.

It is important to note that the Site search functionality only searches a specific list of fields indexed within the system. This does include document searches (Word, PDF, and Excel formats) but only when the documents have been uploaded using specific activities. The [Indexed Fields and Activities List](#) is included below.

The Site search field is located on the right side of the Amendments page, above the tabs:



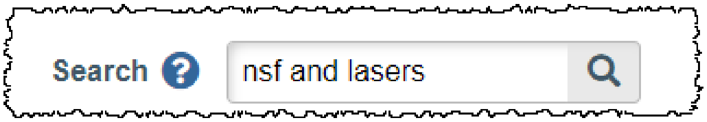
Follow the steps below to perform a Site search:

1. On the Agreements page, enter the key word(s) or phrase in the “Search” field.

Important: *Site search does not currently support partial word searches (“educ” instead of “education”) or wild card searches using “%” or “*”.*

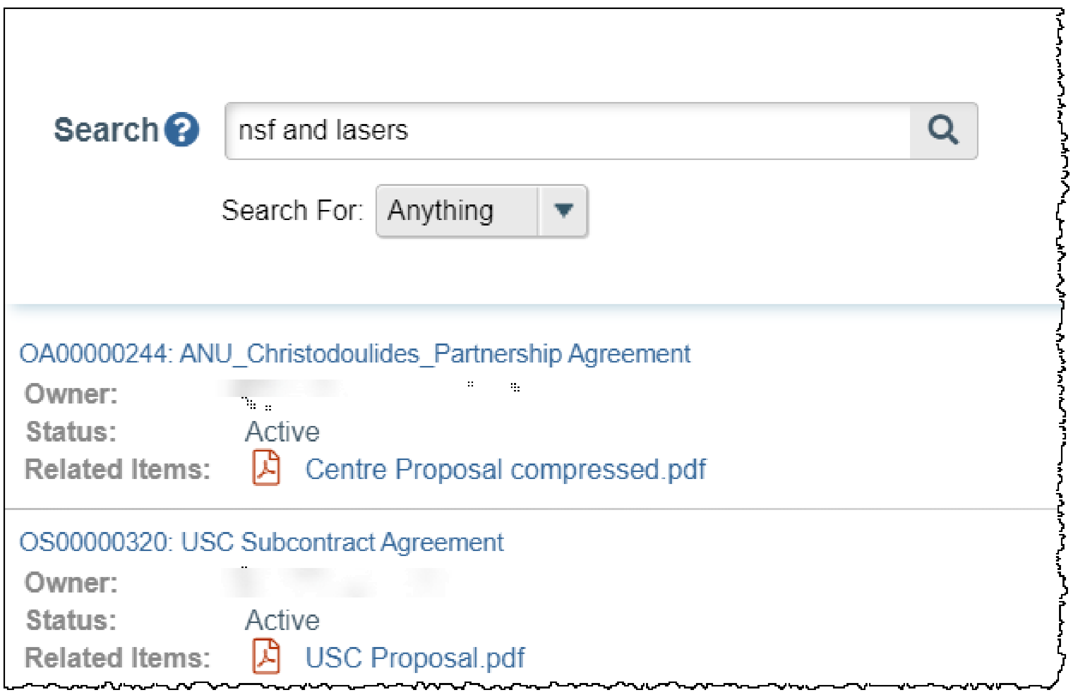
Use the operators below to help narrow your search:

- **And**: Finds all the specified words. Example: NSF and lasers



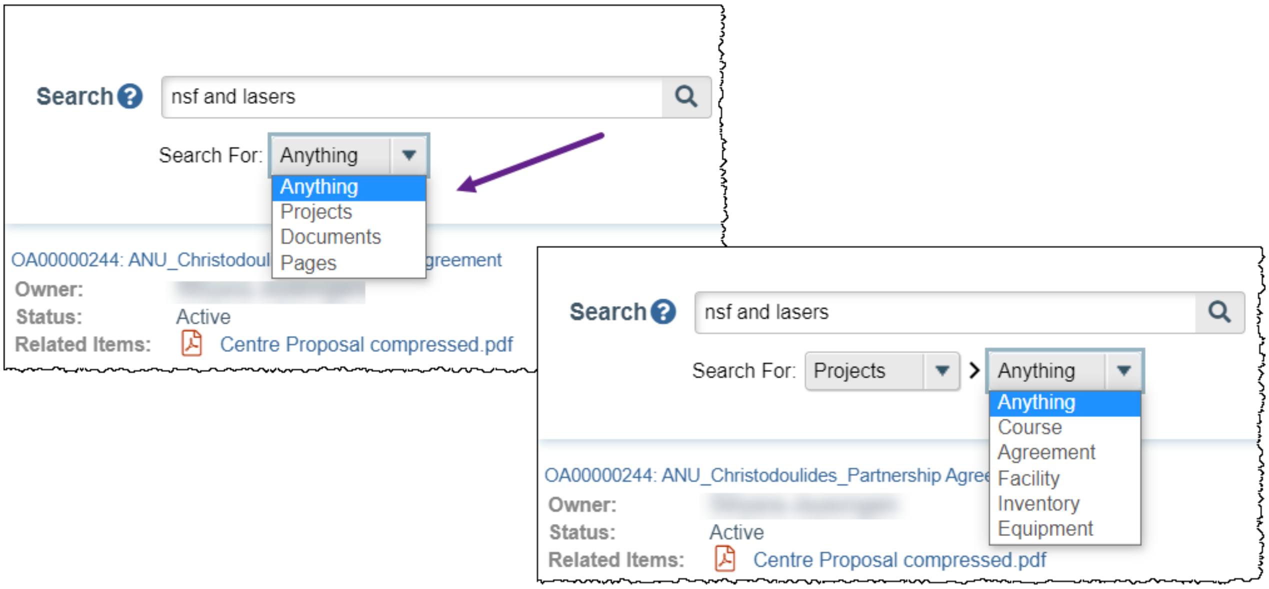
- **Or**: Finds at least one of the specified words
- **Not**: Excludes the specified word. You cannot start a search with the Not operator
- **Quotation marks**: Finds the exact phrase

2. Press Enter or click the search icon to perform the search.
3. The search results display in a pop-up window.



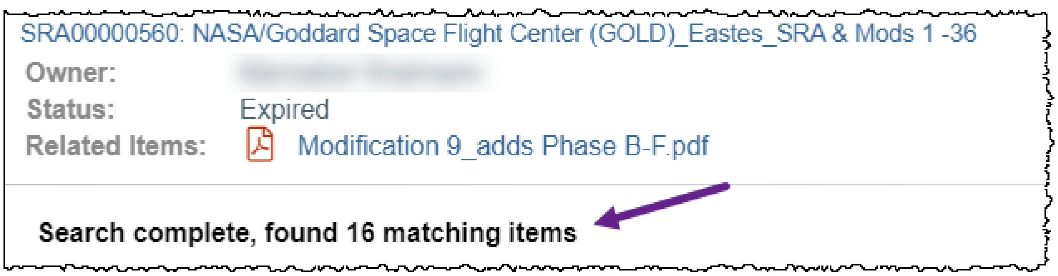
4. Click on the ID link to navigate to that record’s Workspace or click on the Document name to open the document.
5. To refine your search, select other options in the “Search For” drop-down list.

Besides “Anything”, the most commonly used search option is “Projects”. See below for a more detailed explanation of these options.



a. **Anything** – Searches among all indexed fields and activities. See the Indexed Fields and Activities List below for more information.

These are typically larger searches that may require a minute or two to finish searching and display all search all results. When the search is complete, the total number of results will display at the bottom of the search window.



b. Projects – The day-to-day records and documents you use to manage research in Huron Agreements. This includes agreements, amendment, etc. Use this option to search for documents (Word, PDF, and Excel formats) associated with these records. **Besides "Anything", the most commonly used search option is "Projects".**

__Important:__ "Project" in this context does NOT refer to a Financial Account or PeopleSoft Project.

The options in the secondary list are defined as follows:

- **Anything** – Searches among all indexed fields within records. See the Indexed Fields and Activities List below for more information.
- **Course** – Not applicable to Huron Agreements
- **Agreement** – Searches agreements and amendment records
- **Facility** - Not applicable to Huron Agreements
- **Inventory** - Not applicable to Huron Agreements
- **Equipment** - Not applicable to Huron Agreements

c. **Documents** – Third-party files uploaded to the system outside of the context of a record (agreement, amendment, etc.). This includes Help Center documents, templates, toolkits, etc. **This is a less commonly used search option.**

***Note**: If you are searching for documents associated with a record, use the "Projects" search option noted above.*

d. **Pages** – Content pages outside of the context of a record (agreement, amendment, etc.). This includes the Help Center page, Reports page, etc. The Dashboard and Workspace are excluded from this filter. **This is a less commonly used search option.**

1.8.2.1. Indexed Fields and Activities List

The Site search functionality only searches a specific list of indexed fields within the system. This does include document searches (Word, PDF, and Excel formats), but only when the documents have been uploaded using specific activities. These fields and activities are listed in the table below.

***Note:** Documents attached to Ancillary Reviews are excluded from this list.*

Record Type	Fields & Activities	
Agreement/Amendment	ID	Correspondence Summary
	Name	Correspondence Notes
	Agreement Type (Acronym)	Investigator Name (First and Last)
	Agreement Type (Name)	Primary Contact Name (First and Last)
	Description	Created By Name (First and Last)
	Amendment Description	Collaborator Name (First and Last)
	Agreement File (Draft)	MTA Material Name
	Agreement File (Final)	MTA Material Origin
	Supporting Documents	MTA Material Properties
	Contracting Party (Organization Name)	MTA Material Hazardous Agents
	Contracting Party (Free Text Name)	MTA Material Human Material
	Contracting Party Contact Name	MTA Material Received
		MTA Material Third Party Received

2. How to Create and Submit an Agreement

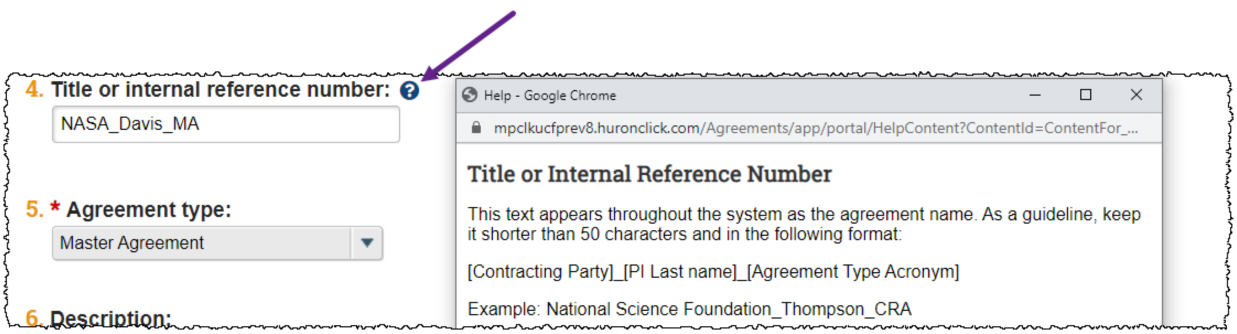
Follow the steps below to create and submit an Agreement:

1. On the *Dashboard*, click the **Create** button and then click **Create Agreement**, or from the *Agreements* page, click **Create Agreement**.
2. Complete the Agreements SmartForm.

***Note:** The agreement displays in the creator's Huron Inbox during the Pre-Submission state.*

a. *Agreement Upload* page – Complete the questions and note the following points. Click **Continue** when finished.

- **1. Agreement Manager/Principal Investigator** – Enter or search for the PI's name.
- **2. Primary Contact** – This field is automatically populated with the person who created the agreement. This person will receive the same email notifications as the PI. Update as necessary.
- **3. Upload agreement draft** – Upload a draft of the agreement document or use the **Institution to generate first draft?** checkbox if applicable.
- **4. Title or internal reference number** – Click the help link for guidance on how to name the agreement record.

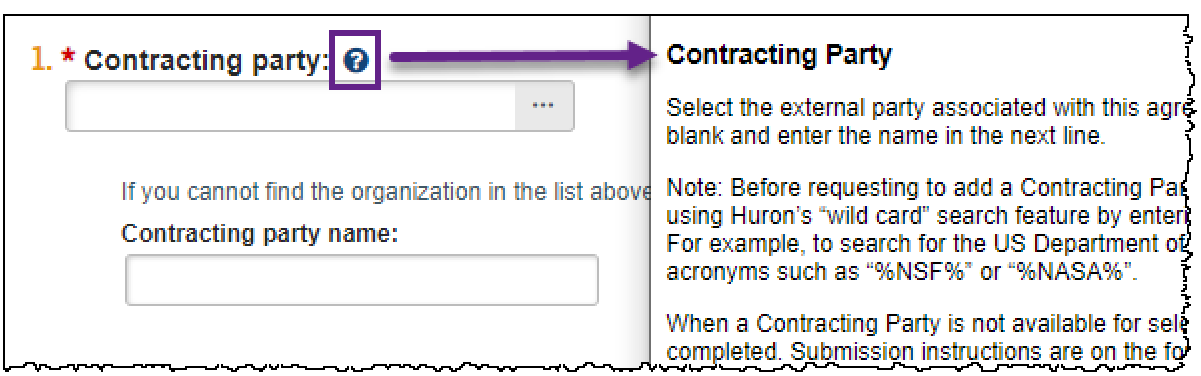


- **5. Agreement type** – Select the agreement type.

***Important**: Outgoing Subawards must be requested using an Award Modification Request (AMR) from the Award within Huron Grants.*

b. *General Information* page – Complete the questions and note the following points. Click **Continue** when finished.

- **1. Contracting Party** – Select or enter the sponsor/external party associated with this agreement. Review the help text for more information on searching for and requesting a new contracting party.



- **For Questions 2 – 4**, enter the contact information, if available.
- **5. Additional Contracting Parties?** – Enter any additional sponsors for multi-party agreements. This is for informational purposes only.
- **6. Responsible Department** – This field is auto-populated with the PI's home department. Update as necessary.
- **7**. **Agreement collaborators** – Add any UCF team members that may need read/edit access for the Agreement (e.g. Department Administrators).

c. Additional pages – Additional pages may display based on the agreement type selected. Complete the questions as necessary and click **Continue**.

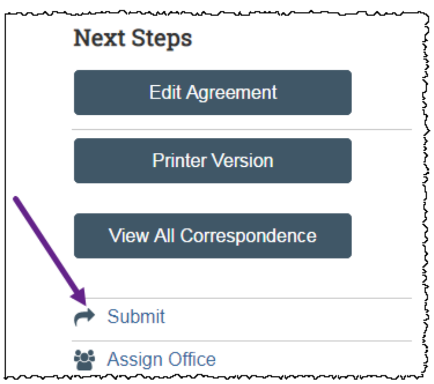
d. *Completion Instructions* page – Read the directions for the next steps. When ready, click **Finish** to complete the SmartForm. The *Agreements Workspace* now displays.

Important: *Clicking* ***Finish*** *moves your agreement into the "Pre-Submission" state, but does* ***not*** *submit your agreement to the central office. This allows for additional edits and/or actions to occur prior to the agreement submission (e.g. editing the agreement, adding Ancillary Reviews, etc.).*

3. If you have an existing IRB Study, IACUC protocol, and/or Proposal/Award record also in the Huron system, use the [Manage Relationships](#) activity on the *Agreements Workspace* to link the records.
4. If you need to provide view access for departmental sign-offs, use the [Manage Ancillary Reviews](#) activity on the *Agreements Workspace*.

   On the *Agreements Workspace*, click the **Submit** button to submit your agreement to the central office. Once the agreement has been submitted, the status updates to "Unassigned".

Important: *Agreements remain editable to you while in the Pre-Submission and Unassigned states. After the agreement has been moved to the Internal Review state (which indicates an Owner has been assigned), you will have view only access to the agreement.*



3. How to update an Agreement Collaborator or Primary Contact

Follow the steps below to update an Agreement Collaborator (someone who needs read/edit access) or Primary Contact:

1. Navigate to the *Agreements Workspace*. This can be done by accessing the agreement from the *Dashboard* or by searching for the agreement on the *Agreements* page. Click the agreement name to display the *Agreements Workspace*.
2. On the *Agreements Workspace*, select the **Manage Access** activity.
3. In the Manage Access window, update the team members as needed.
4. When complete, click **OK**.

4. How to Send an Email

Emails can be sent from the agreement or amendment record to other individuals at UCF. All emails are tracked in the History tab of the record. This activity is available in all states.

Follow the steps below to send an email:

1. On the Workspace, click the Send Email activity. Email recipient options include:
    a. All team members – includes the PI, Primary Contact, all Collaborators, and assigned Owner.
    b. Agreement Manager/PI
    c. Primary Contact
    d. All Collaborators
    e. Assigned Owner
    f. Any other recipients – Any other recipients can be added to the email, however, keep in mind only those associated with the agreement have access to the record.

    Note: *If a recipient does not have access to the record and clicks the link in the email notification, they will receive a "You do not have access" message.*
2. In the *Sent Email* window, complete the fields.
3. When complete, click **OK** to return to the *Workspace*.

5. How to add a Comment

Comments can be added to an agreement or amendment and are visible to all individuals that have access to the record. Adding a comment does **not** generate an email notification.

Follow the steps below to add a comment:

1. On the *Workspace*, click the **Add Comment** activity.
2. In the *Add Comment* window, enter your comments and any attachments.
3. When complete, click **OK** to return to the *Workspace*.
4. Click in the **History** tab to review your comments.

6. How to assign a PI Proxy

Follow the steps below to assign a PI Proxy:

Important: *Only the PI assigned to the agreement can assign a PI Proxy.*

1. Navigate to the *Agreements Workspace*. This can be done by accessing the agreement from the *Dashboard* or by searching for the agreement on the *Agreements* page. Click the agreement name to display the *Agreements Workspace*.
2. On the *Agreements Workspace*, select the **Assign PI Proxies** activity.
3. In the Assign PI Proxies window, select the team member to act as the proxy.

    Note: *Only team members previously added as [Agreement Collaborators](#) can be assigned as a proxy.*
4. When complete, click **OK**.

7. How to contact the Owner

Owners in the central office may be contacted within the system.

Follow the steps below to contact the Owner:

1. Navigate to the *Agreements Workspace*. This can be done by accessing the agreement from *My Inbox* or searching for the agreement on the *Agreements* page. Click the agreement name to display the *Agreements Workspace*.
2. On the *Agreements Workspace*, select the **Contact Owner** activity.
3. In the *Contact Owner* window, enter a message and include any attachments (if applicable).
4. When complete, click **OK**.
5. The Owner will receive an email with the message and attachments included.

8. Managing Ancillary Reviews

In some cases, it may be necessary for other departments and/or offices within the university to review details of the agreement. This business process will be satisfied using the **Manage Ancillary Review** activity, which enables you to add reviewers, track these reviews, and ensure they are completed on time. The sections below describe how to add an ancillary reviewer, notify an ancillary reviewer of an outstanding review, and how to submit an ancillary review.

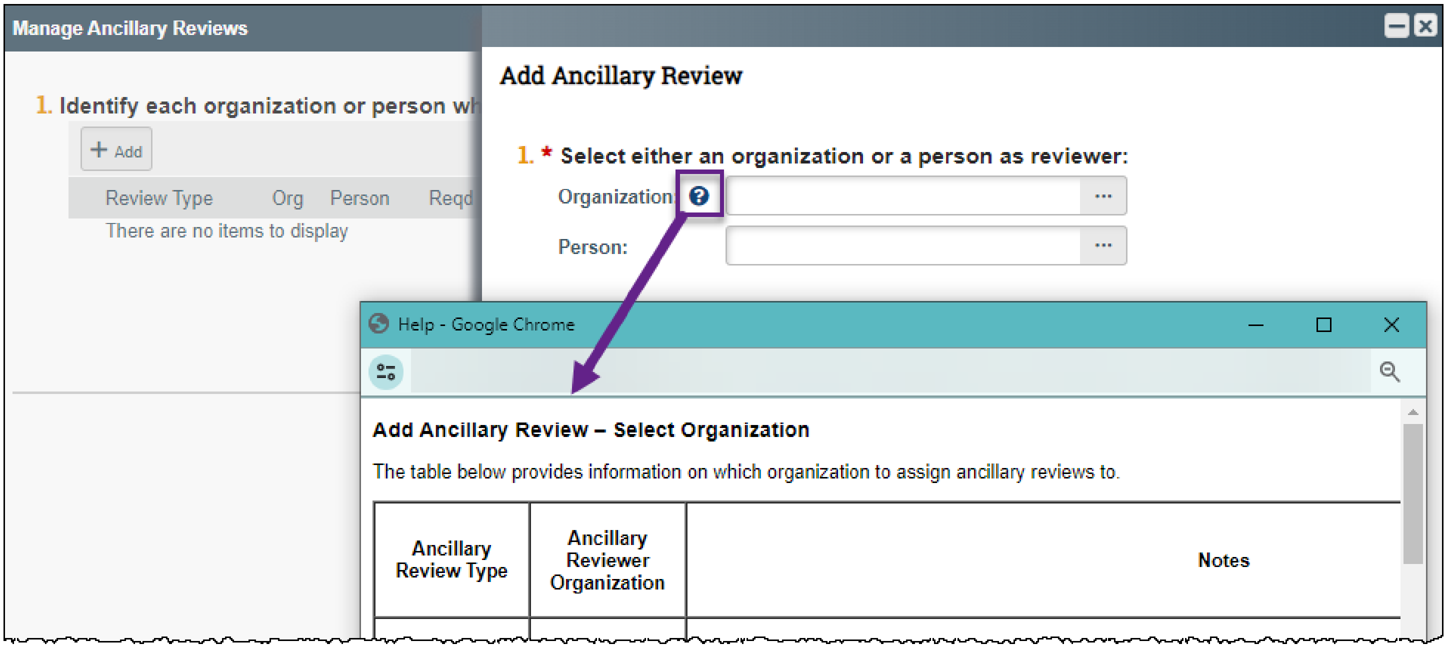
Important: *The Research Community (e.g. PI, Department Administrators, etc.) can only add ancillary reviewers while the agreement is in the Pre-Submission and Unassigned states. After these states, an ancillary reviewer can only be added by the Owner*

8.1. How to Add Ancillary Reviewers

Follow the steps below to add an ancillary reviewer to an agreement:

1. Navigate to the *Agreements Workspace*. This can be done by accessing the agreement from *the Dashboard* or searching for the agreement on the *Agreements* page. Click the agreement name to display the *Agreements Workspace*.
2. On the *Agreements Workspace* page, click on the **Manage Ancillary Reviews** activity.
3. In the *Manage Ancillary Reviews* window, click the **Add** button.
4. In the *Add Ancillary Review* window, answer the following questions:
    a. **Question 1. Select either an organization or person as a reviewer** – Search or enter the name of the ancillary review organization to which the review should be assigned. *Please reference the help text for the most recent list of designated organizations for ancillary reviews.* If an organization is not applicable for the ancillary review scenario, search or enter the name of a person.

       Assignments to organizations should be used when available as this ensures multiple team members are notified of the ancillary review.



b. **Question 2. Review Type** – Select the applicable review type.

c. **Question 3. Is a response required?** – Select Yes or No.

d. **Question 4. Send notification now?** Always select Yes.

Note: *If No is selected, there is no ability to update to Yes after the review is created.*

e. **Question 5**. **Comments:** Enter comments for the reviewer. The comments are included in the email to the reviewer.

f. **Question 6. Supporting Documents:** Attach documents if applicable. The documents are included in the email to the reviewer.

g. When complete, click **OK**. If additional reviews are necessary, click **OK and add Another**.

5. An email notification is sent to the ancillary reviewer and the system returns to the *Agreements Workspace*. You can confirm the action was completed by reviewing the **History** tab or by viewing the **Ancillary Reviews** tab on the *Agreements Workspace*.

Important: *All required ancillary reviews must be completed before the Owner can approve the agreement language and move forward in the workflow.*

8.2. How to Submit an Ancillary Review

Follow the steps below to submit an ancillary review:

1. Access the agreement in one of two ways:
    a. From the system generated email, click on the Agreement ID **Link**.
    b. Click on the agreement name on the *My Reviews* tab on *the Dashboard* page.
2. On the *Agreements Workspace* page, click the **Submit Ancillary Review** activity.
3. In the *Submit Ancillary Reviews* dialog box, complete the questions. Click **OK** to continue submit the review.
4. When the system returns to the *Agreements Workspace* page, the **History** tab will display a “Submitted Ancillary Review” activity.

Notes:

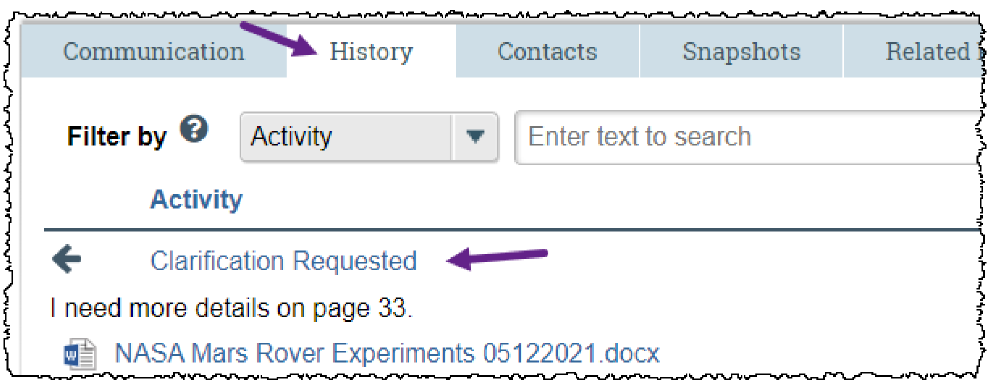
- *Owners have the ability to submit outstanding, required ancillary reviews on behalf of an ancillary reviewer.*
- *A declined (not accepted) ancillary review will remain in the ancillary reviewer’s **My Inbox** and **My Reviews** tabs on the Dashboard. When finally accepted, the review will no longer appear on the Dashboard.*

9. How to submit a response to the Owner when Clarification is Requested

Follow the steps below to submit a response for clarification to the Owner:

1. ***Note:*** *Only the PI or Primary Contact can submit changes when clarifications are requested.* Access the agreement in one of two ways:
    a. Click on the agreement name on the *Dashboard* page, or
    b. From the system generated email, click on the Agreement ID **Link**.
2. On the *Agreements Workspace*, review the “Clarification Requested” activity listed on the *History* tab. This activity includes comments from the Owner with the additional information needed.

Tip: *Click the name of the Activity (e.g. “Clarification Requested”) to see additional details about the activity.*



3. Provide the information for the clarification requested and note the following points:
    a. **Editing the Agreement** – Click the **Edit Agreement** button in the *Agreements Workspace* to open the SmartForm and edit any part of the agreement.
        - On the SmartForm, use the **Jump To** drop-down list for easy navigation across the screens.

- If updating a document within the SmartForm, use the **Upload Revision** button to upload the revised version of the document. A new version number and Track Changes (for MS Word documents) will be automatically generated for easy review.

4. When you are ready to submit the updates, click the **Submit Changes** activity located on the *Agreements Workspace*. A *Submit Response* dialog box displays where additional **Notes** and/or **Supporting documents** can be provided. When finished, click **OK**.

   The agreement state returns to its prior state of either **Unassigned** or **In Review** and an email is sent to the Owner to notify them of the update.

10. How to Manage Relationships

Agreement records can be linked to related records in other Huron solutions (e.g. Study in Huron IRB, etc.).

Notes:

- *Amendments cannot be linked using this activity.*
- *Follow-on Proposals cannot be linked using the* **Manage Relationships** *activity in Huron Agreements.*

Follow the steps below to manage relationships between Huron records:

1. Navigate to the *Agreements Workspace*. This can be done by accessing the agreement from the *Dashboard* or by searching for the agreement on the *Agreements* page. Click the agreement name to display the *Agreements Workspace*.
2. On the *Agreements Workspace* page, click the **Manage Relationships** activity.
3. In the *Manage Relationships* window, use the Related Submissions field to either enter the ID or use the ellipsis ("…") to search for the record.
4. When complete, click **OK**.

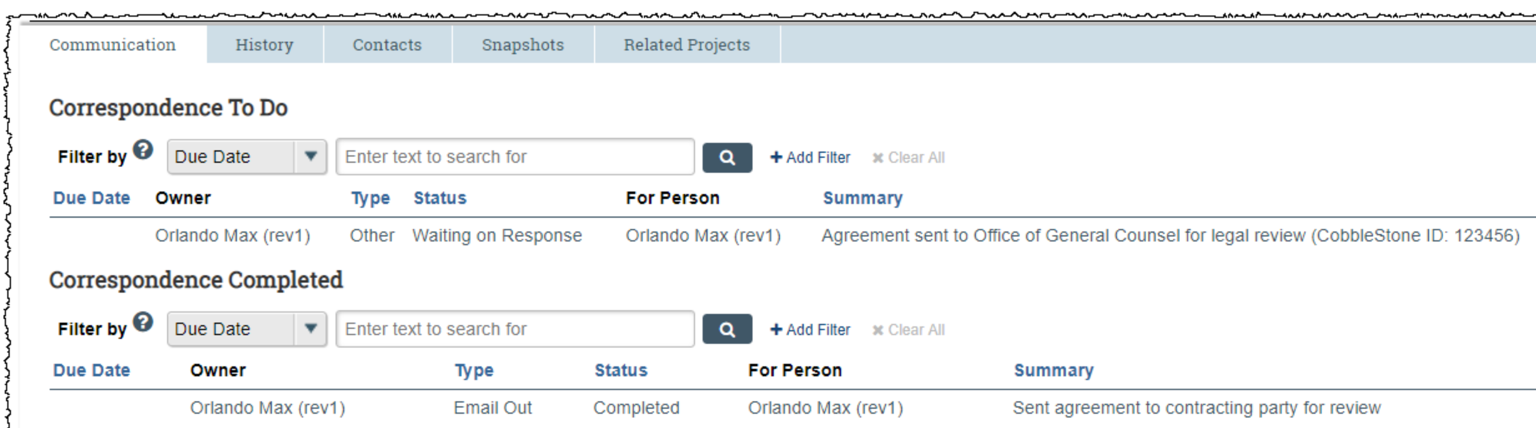
   Linked records can be reviewed on the "Related Projects" tab of the Agreements Workspace.

11. Reviewing Correspondence

Owners can log correspondence items to track to-do tasks or completed tasks, such as emails and phone calls with the contracting (external) party. **All users can view correspondence.**

Correspondence logged by the Owner can be reviewed on the Communication tab within the Workspace and is organized into "To Do" and "Completed" sections.

Below is an example correspondence logged by the Owner:

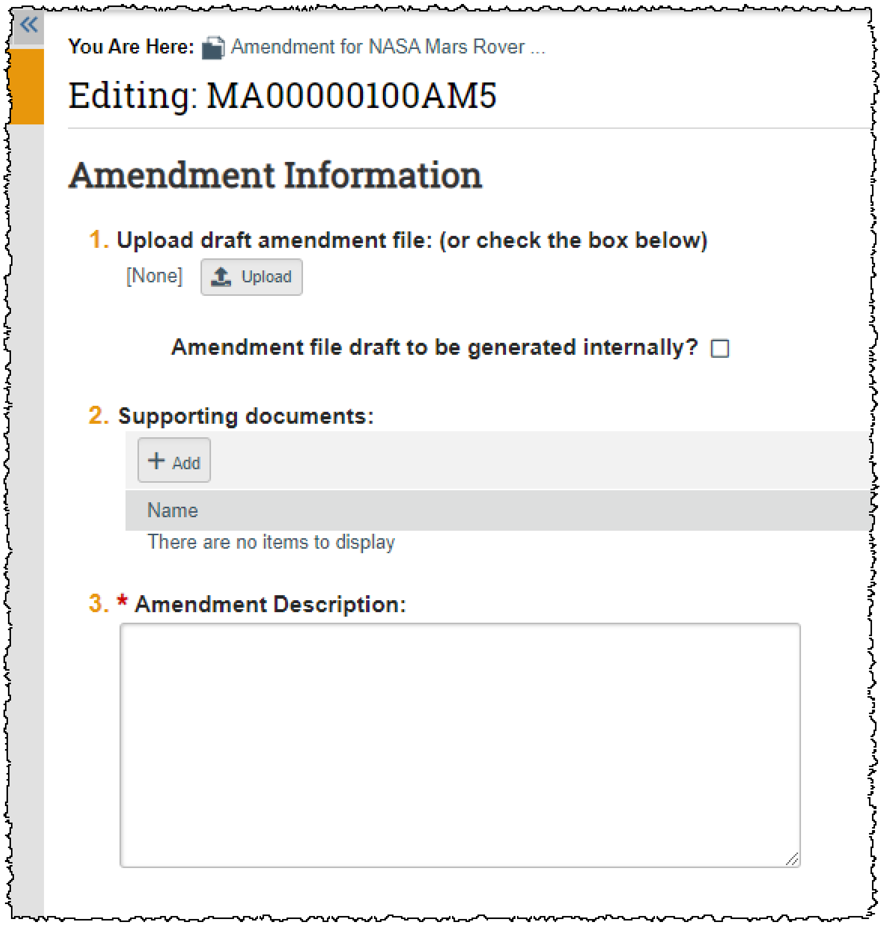


12. How to Create and Submit an Amendment

Follow the steps below to create and submit an amendment:

1. Access the agreement by clicking on the *Agreements* or *Dashboard* page and search by ID or name, then click on the name.

   Note: *Amendments can only be created for Agreements in the Active, Expired, and Evergreen states.*
2. On the *Agreements Workspace* page, click the **Create Amendment** activity.
3. The system navigates you to the first page of the Amendment SmartForm, which mirrors the Agreements SmartForm. Notice the Amendment has the same ID as the Agreement, but is suffixed with “AMX”, where “X” is the Amendment number
4. On the *Amendment Information* page, upload any applicable documents and enter an Amendment Description.



5. Update the pages of the Amendment SmartForm as necessary and click the **Continue** button on each page. On the *Completion Instructions* page, click the **Finish** button to navigate to the *Amendment Workspace* page.
6. On the *Amendment Workspace*, note the amendment is in the **Pre-Submission** state.
7. Complete any additional tasks as necessary (e.g. edit the amendment, assign Ancillary Reviews, etc.).
8. When you’re ready to submit the amendment, click the **Submit** activity. After the page refreshes, note the amendment is now in the **Unassigned** state.

   Note: *The amendment SmartForm can be edited by the Research Community (e.g. PIs, Department Administrators) in both the* ***Pre-Submission*** *and* ***Unassigned*** *states. Once the amendment has been assigned to an Owner, the state updates to* ***Internal Review*** *and the* ***Edit Amendment*** *button label updates to* ***View Amendment****.*

13. How to Withdraw an Agreement

Use the Withdraw activity to remove an agreement or amendment from the workflow. Completing this activity will return the agreement to the "Pre-Submission" state and the "Submit" activity will become available again (for when the record is ready to be resubmitted into the workflow).

***Note:** This activity is only available to the PI or Primary Contact.*

14. How to Discard an Agreement

Use the Discard activity to remove an agreement or amendment from with workflow before it has been moved to the Active or Approved state. Completing this activity will permanently remove the submission from the workflow.

***Note:** This activity is available to all roles.*

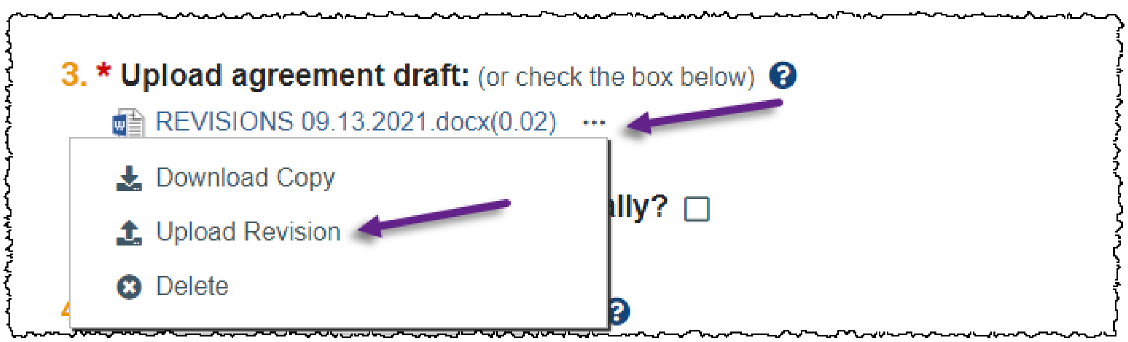
Follow the steps below to discard an agreement:

1. On the *Workspace*, click the **Discard** activity.
2. In the Discard window, click **OK**.
3. When the system returns to the *Workspace*, the state is updated to **Discarded**.

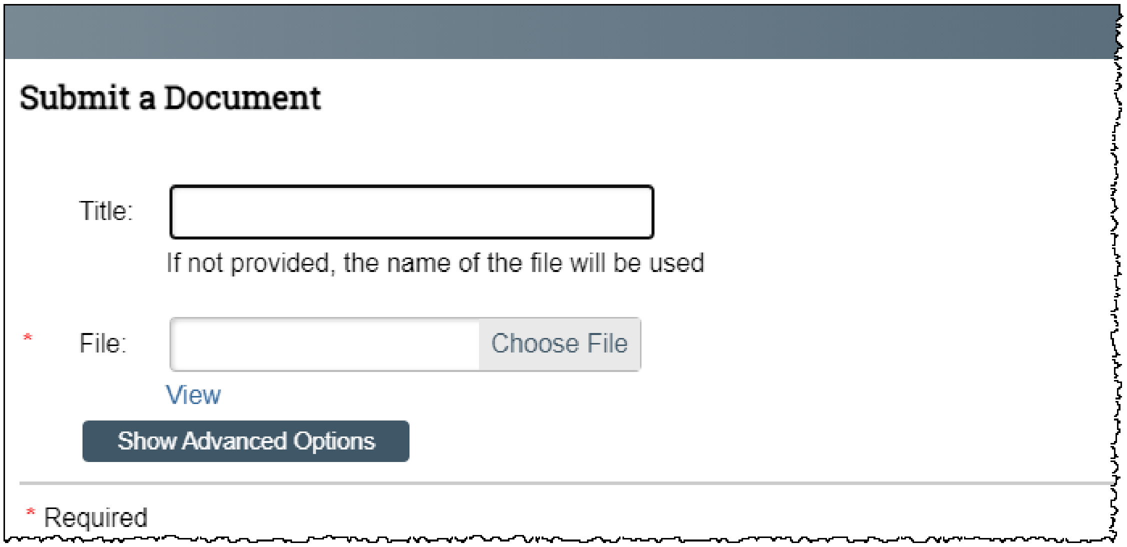
15. How to Manage Documents on Agreements

Documents can be uploaded to the Agreements module via the SmartForm and through various activities on both the agreement and amendment records; however, it is important to note that only documents uploaded in certain places within the system display on the **Documents** tab of the *Agreements Workspace*.

***Note:** Throughout the agreement and amendment processes, you will notice an ellipsis (…) where document files are present. This ellipsis allows you to perform three tasks as shown below. At times, you may need to upload a revised document, and you may do so by clicking on the ellipsis and selecting **Upload Revision**.*



Once **Upload Revision** has been selected, a slide-in window appears where you can select and upload the new document:



Note: *You are able to Upload Revisions on the SmartForm when it is still in an editable state.*

The subsections below describe how to best locate and manage documents associated with agreements and amendments.

13.1 Managing Documents on an Agreement

Documents displayed on the **Documents** tab of the *Agreements Workspace* can be uploaded in the following places:

- Supporting documents on the Agreement Upload SmartForm
- Approve Language
- Administrative Change – Upload Revision

  Note: *Docs can be managed in this activity*

- Supporting documents and the final file uploaded via the Amendment Information SmartForm

Documents attached using the following activities only display in the *History* tab:

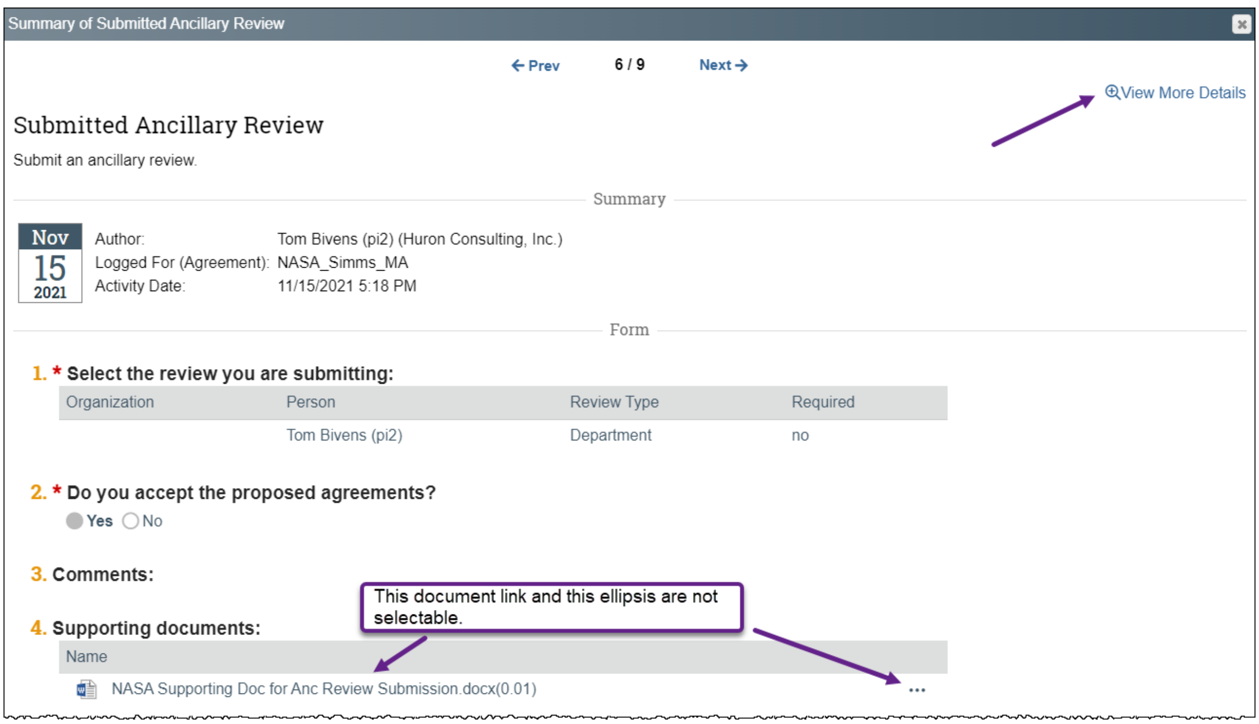
Note: *Some activities are restricted based on user role so you might not have all of these activities present on your Agreements Workspace.*

- Assign Owner
- Ancillary Reviews (located in the Supporting Docs column in the Documents table)
- Email Agreement
- Move to External Review
- Move to Internal Review
- Contact Owner
- Request Clarification (when the contact person Submits Changes and includes an attachment, that file also appears in the History tab)

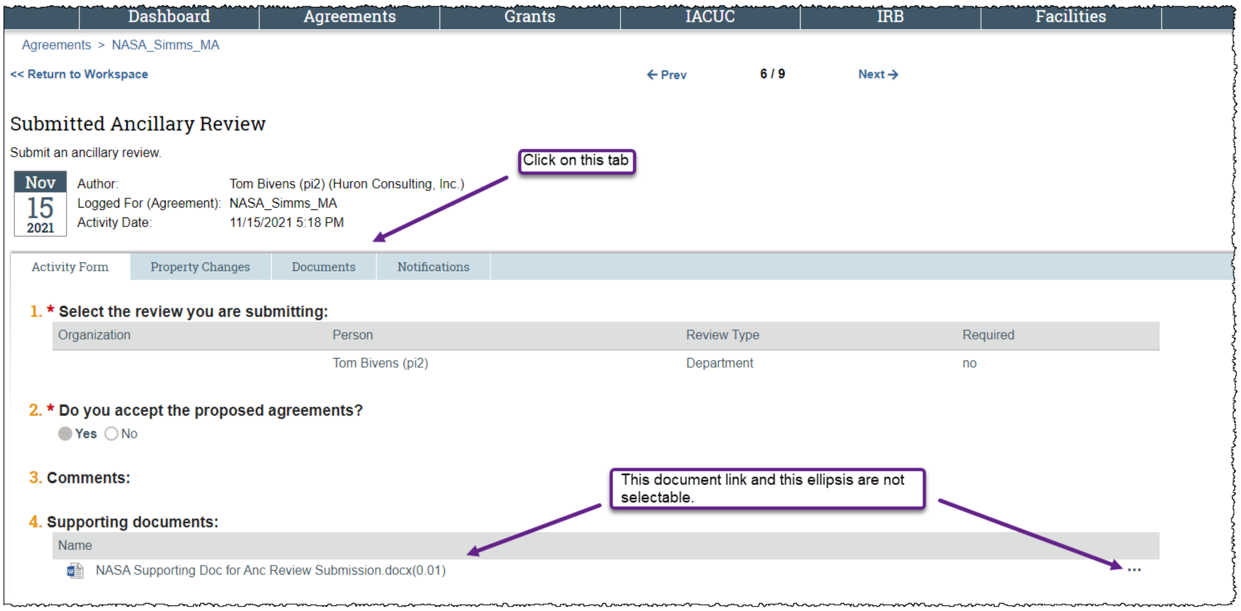
- Log Correspondence (must "View More Details" and then view the **Documents** tab that is present in the *Activity Details* page)
- Revise Agreement
- Copy Agreement
- Generate Agreement (must "View More Details" and then view the **Documents** tab that is present in the *Activity Details* page)
- Manage Relationships

***Note:** To review a document within the **History** tab, please use the following steps:*

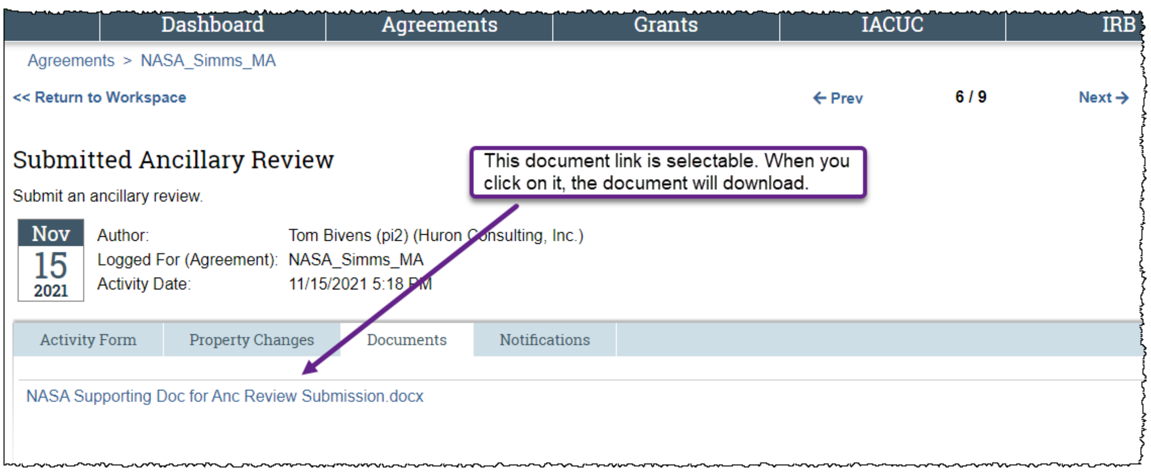
1. Click on the activity in question on the **History** tab (in the example below, we are using the **Submitted Ancillary Review** activity as this one is very commonly used to view a supporting document)
2. On the slide-in window that appears, click on the *View More Details* link in the upper right corner:



3. A new browser tab will open, and then you will need to click on the **Documents** tab as shown below:



4. Within the **Documents** tab, you will see the following selectable document:



13.2 Managing Documents on an Amendment

Unlike the parent Agreement, the *Amendments Workspace* does not have a *Documents* tab. Documents displayed on the *Amendments Workspace* can be uploaded via the Amendment Information SmartForm.

Note: For Amendments - supporting documents and the final document file uploaded on the Amendment Information SmartForm will also appear on the Documents tab of the parent *Agreement Workspace*

Documents attached using the following activities only display in the History tab of the *Amendment Workspace*:

- Assign Owner
- Manage Ancillary Reviews (must “View More Details” and then view the **Documents** tab that is present in the *Activity Details* page)
- Email Agreement
- Move to External Review

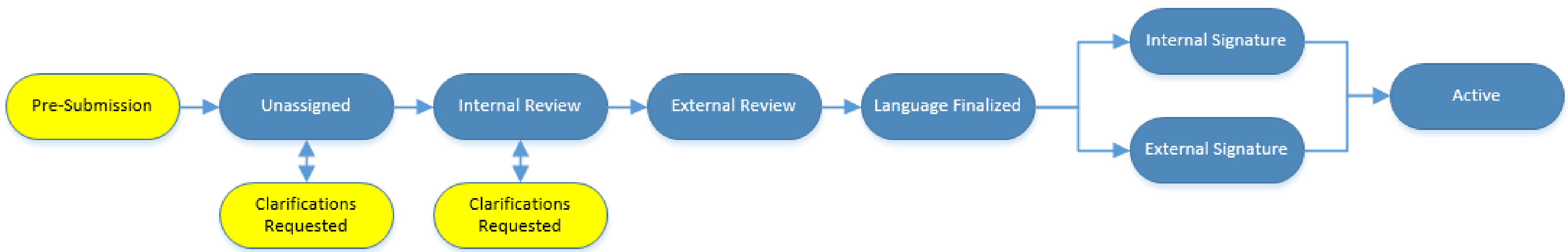
- Move to Internal Review
- Contact Owner
- Request Clarification (when the contact person Submits Changes and includes an attachment, that file also appears in the History tab)
- Log Correspondence (must "View More Details" and then view the **Documents** tab that is present in the *Activity Details* page)
- Revise Agreement
- Generate Agreement (must "View More Details" and then view the **Documents** tab that is present in the *Activity Details* page)
- Approve Language (must "View More Details" and then view the **Documents** tab that is present in the *Activity Details* page)

Note: For Amendments, supporting documents uploaded via the **Approve Language** activity will also appear on the Documents tab of the parent *Agreement Workspace*

14 Appendix

14.1 Understanding the Workflow and States (Statuses)

The diagram below illustrates the workflow of agreements and amendments.



Notes:
1. States noted in yellow either require action from, or the attention of the Research Community
2. Ancillary Reviews are independent of the system workflow

14.1.1 Workflow State Definitions

The following table provides additional information about each of the workflow states:

Workflow Map	State (orange box)	Description	Notes
Pre-Submission	Pre-Submission	Indicates the Agreement has been created but has not yet been submitted to the central office for review.	Any user can create a new agreement.
Unassigned	Unassigned	Indicates the record (agreement or amendment) has been submitted to the central office, however it has not yet been assigned to an Owner (Contract Manager).	
Clarification Requested	Clarification Requested	Indicates the Owner is requesting additional information from the PI or Agreement Collaborator(s). Clarifications can be requested during the Unassigned and/or In Review states.	Only the PI or Primary Contact can submit changes when clarifications are requested.

Workflow Map	State (orange box)	Description	Notes
In Review	Internal Review	Indicates the Agreement has been assigned to an Owner within the central office for review. In this state, the Agreements Reviewer can: • Generate the agreement for review • Edit the agreement or upload a revision • Email the agreement to other users for review • Setup correspondence reminders to follow up with internal, third party, or ancillary reviewers. • Add and notify ancillary reviewers of their reviews (if present) and update ancillary reviews.	
	External Review	Indicates the Agreement has been sent to an external party outside of UCF for a review. In this state, the Owner can perform the same actions noted above in the Internal Review state. The Owner will move the agreement back and forth between Internal and External Review to reflect who is reviewing the agreement.	
Signing	Language Finalized	Indicates all parties have agreed on the agreement language, all required ancillary reviews are complete, and the Owner has approved the language.	Outstanding required ancillary reviews must be completed/accepted before the agreement can be moved to this state.
	Internal Signature	Indicates the record (agreement or amendment) has been routed within UCF for wet ink signature(s). In this state, the Owner can upload the final version of the signed document if wet ink signatures were obtained (via the Revise Agreement activity) and can convert the agreement to a PDF file (if not done before receiving signatures).	
	External Signature	Indicates the record (agreement or amendment) has been sent out to the third party for wet ink signature(s). In this state, the Owner can perform the same actions noted above in the Routing for Signature state.	

Workflow Map	State (orange box)	Description	Notes
	DocuSign Signatures	Indicates the DocuSign functionality has been initiated. Check the "DocuSign" tab on the workspace for additional details.	When an envelope is voided, the state updates to Routing for Signature.
Active	Active	Indicates the Agreement has been signed by all internal and external parties and is in force. In this state: • The Owner can terminate the agreement. • The Study Staff (e.g. PI, PI Proxy, or Primary Contact) or Owner can create an amendment (provided there is no other active amendments to the agreement).	
Approved	Approved	Indicates the Amendment has been signed by all internal and external parties and is approved.	
N/A	Evergreen	Indicates the Agreement contains an evergreen clause (language authorizing automatic renewal upon expiration).	
N/A	Discarded	Indicates the Agreement is no longer being processed and is removed from the workflow. The Discard activity is available prior to the Active state.	
N/A	Terminated	Indicates the Agreement has been terminated. The Terminate activity is available after the Active state.	
N/A	Expired	Indicates the Agreement has expired.	

14.2 Understanding Email Notifications

Many activities and state transitions within the workflow trigger automatic email notifications. All email notifications include the agreement ID and contain a link the user can click to navigate directly to the Workspace.

The table below identifies the trigger notification, the subject line, and the email recipient(s). The last column indicates if the comments/documents included in the activity are also included in the associated email notification generated.

Important: *HRS email notifications are only sent to your primary email address in Workday.*

Trigger	Email Subject Line	Sent To
Activate	<ID #> agreement activated	PI, PI Proxies, Primary Contact, Collaborators
Agreement Expired	<ID #> has expired	PI, PI Proxies, Collaborators
Approve	<ID #> agreement approved	PI, PI Proxies, Collaborators
Approve Language	<ID #> language finalized	PI, PI Proxies, Collaborators
Assign Owner	<ID #> owner assigned	PI, PI Proxies, Collaborators, Assigned Owner
Contact Owner	<ID #> requires your attention	Assigned Owner
Correspondence Reminder	<ID #> correspondence reminder: <correspondence summary>	Person for whom correspondence was logged
Edit Correspondence	<ID #> correspondence edited	Person selected on activity form
Send Email	<ID #> <Subject from activity form>	People selected on activity form
Expiration Reminder	<ID #> nearing expiration	PI, PI Proxies, Collaborators ***Note:*** *This reminder notification is sent 30, 60, and 90 days before the agreement expires.*
Log Correspondence	<ID #> correspondence logged	Person selected on activity form (notification is optional).
Manage Ancillary Reviews	<ID #> assigned for ancillary review	Assigned reviewers
Request Clarification	<ID #> clarification was requested	PI, PI proxies, Agreement Collaborators
Response Time Exceeded	<ID #> is waiting for clarification	PI, PI Proxies, Study Team members
Submit Changes	<ID #> updated with clarifications	Assigned owner
Submit	<ID #> assigned for ancillary review	Assigned reviewers
Submit Ancillary Review	<ID> ancillary review submitted	PI, PI Proxies, Assigned Owner

14.3 Understanding Huron ID Numbers

Each parent record in Huron contains a unique **ID** that can be used to easily identify the type of record in lists and reports. For example, Master Agreements being with "MA" and Sponsored Research Agreements begin with "SRA".

The table below defines the ID acronyms used in Huron.

Huron Module	Acronym	ID Example	Definition
Grants	FP	FP00000087	Funding Proposal
	FP########_Con#	FP00000024_Con1	Continuation Proposal
	FP########_Rev#	FP00000024_Rev1	Revision Proposal
	FP########_Res#	FP00000024_Res1	Resubmission Proposal
	AWD	AWD00000054	Award
	AMR	AMR00000013	Award Modification Request
	AWD########-MOD###	AWD00000094-MOD001	Award Modification
	SUB	SUB00000075	Outgoing Subaward
Agreements	MTA In	MTA In00000099	Incoming Material Transfer Agreement
	MTA Out	MTA Out00000077	Outgoing Material Transfer Agreement
	CRA	CRA00000875	Clinical Trial Agreement
	SRA	SRA00000764	Sponsored Research Agreement
	MA	MA00005544	Master Agreement
	CDA	CDA00004455	Confidentiality Disclosure Agreement
	OS	OS00055544	Outgoing Subaward
	DUA	DUA00000534	Data Use Agreement
	CA	CA00000987	Consulting Agreement
	OA	OA00004556	Other Agreement
IRB	RNI	RNI00000109	Reportable New Information
	STUDY	STUDY00000842	IRB Study ID
IACUC	PROTO	PROTO00000487	IACUC Protocol ID

14.4 Glossary

The following table provides additional information about terminology used within Huron Agreements.

Term	Definition	Notes
Activities	Actions that can be executed by a user to update a record.	
ARGIS	The research module of ARGIS is the legacy system used for proposal submission and award management prior to HRS. This module was put into read-only mode as of October 2019. The COI and Technology Transfer modules of ARGIS remain active.	
Award	A record created in Huron Grants after a sponsor has indicated they will fund the research submitted in the proposal.	Awards have separate IDs from the associated Proposal record in Huron Grants and, if applicable, the associated Agreement record in Huron Agreements.
Help Center	Contains UCF reference guides and videos which provide step-by-step instructions on how to use the system.	There are separate Help Centers for each of the Huron modules (Grants, Agreements, IRB, etc.)
Huron Research Suite (HRS)	An Electronic Research Administration (eRA) system used for research administration at UCF. UCF's suite currently includes modules for Grants, Agreements, IRB, IACUC, Safety and COI.	
ID	Auto-generated identification number created by HRS for each record created (e.g. MA00000001, SRA00000017).	Agreement IDs replace the Research ID (RID) from ARGIS.
Dashboard	Dashboard for users that contains to-do list for any user. Also contains My Reviews tab along with a list of Recently Viewed records.	
Proposal	A record created in Huron Grants that contains submission information for a research project that will be submitted to a sponsor for funding.	Proposals have separate IDs from their associated Awards.
Record	A submission created within HRS. Examples include agreements, amendments, proposals, awards, etc.	
SmartForm	A series of pages completed with information about the record (e.g. agreement, amendment, etc.).	
State	The status of a record.	