

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 organization below:

- “Sponsor Steward – OR” = For OR sponsored research, even if submitting party is RF
- “Sponsor Steward – RF” = For RF proposals entered for donations, sponsorships & service agreements only

For all other Huron modules, email the form to OSPSPonsor@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 (SP #): _____

*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