



Establishing and Modifying Awards Transferred from UCF Foundation

Purpose:

The purpose of this University of Central Florida Research Foundation, Inc. (Research Foundation) SOP is to provide guidance for establishing Awards and Grants with funding transferred from the UCF Foundation (UCFF).

Responsibilities:

Department/College initiates request to transfer funds from UCF Foundation.

UCF Research Foundation establishes new awards, approves modification requests, and creates modifications in HRS Grants. UCF Research Foundation invoices UCF Foundation.

UCF Foundation transfers funds to Research Foundation.

Procedure:

New Awards

1. The research administrator initiates an HRS Grants proposal record in HRS to include:
 - a. Principal Investigator and appropriate Cost Center.
 - b. Source of funding (original sponsor's name).

Source of Funding	HRS Sponsor	Award Document
Research Grant from Company or Individual	Name of entity providing funds	Gift letter or Grant document from entity
Multi-donor UCFF Account	Independent Donor Formerly Independent Contractor	Confirmation email from UCFF that source is a multi-donor account
LIFE at UCF	LIFE	LIFE at UCF funding letter
Single Donor UCFF Account	Confidential Funder	Template document to contact UCFRF for information

- c. Amount to transfer from UCFF.
- d. Completed Payment Authorization Form (UCFF form) referencing the HRS FP number and signed by all parties. Signature of Dean/VP, Provost, and UCFF are not required.
- e. Copy of the original gift letter/grant award document.
 - i. See Awards from Single Donors below.
 - ii. The research administrator must include a note in the proposal record to assign the appropriate Research Foundation administrator as the Specialist in the record.

2. The research administrator emails the appropriate Research Foundation Specialist that a proposal record has been submitted and requires attention.
3. Specialist establishes Award and Grant in HRS utilizing correct sponsor based on single donor or multi-donor award status.
 - a. IRB and IACUC documents are added in HRS as Attachments or linked in HRS using Manage Relationships.
4. Specialist notifies department administrator and Research Foundation Accounting that Award is established.
5. Research Foundation Accounting produces an invoice in Workday and sends the invoice and signed Payment Authorization Form to fdacctpayable@ucf.edu.
 - a. If the amount requested exceeds UCF funding, the Specialist will reduce the HRS Grant budget to the amount available for transfer from UCF.
6. UCF creates a supplier payment (NON-PO) with Research Foundation as the Supplier.
7. UCF pays the Research Foundation through an EFT.

Modification to Existing Awards

1. The research administrator initiates an Award Modification Request (AMR) in HRS, including:
 - a. Confirmation the source of funding is the same as the Award or different from the Award.
 - b. Completed Payment Authorization Form (UCFF form) referencing the HRS Award number and signed by all parties. Signature of Dean/VP, Provost, and UCF are not required.
 - a. A copy of any award documents, such as a new or modified gift letter or grant document. See Awards from Single Donors below.
2. Specialist reviews and processes the AMR and creates a modification in HRS Grants.
 - a. If the source of the funding is the same as the Award, the Grant is increased.
 - b. If the source of funding is different from the Award, a new Award and Grant is established.
 - c. IRB and IACUC documents are added in HRS as Attachments or linked in HRS using Manage Relationships
3. Specialist notifies research administrator and Research Foundation Accounting that the modification is complete.
4. Research Foundation Accounting produces an invoice in Workday and sends the invoice and signed Payment Authorization form to fdacctpayable@ucf.edu.
5. UCF creates a supplier payment (NON-PO) with Research Foundation as the Supplier.
6. UCF pays Research Foundation through an EFT.

Awards from Single Donors

UCFF treats as confidential all gift agreements with a donor, correspondence with a donor, and profiles and personal information related to the donor. In the event a donation funds are transferred from UCF to UCFRF related to a single donor, UCFRF will not receive a copy of the confidential documents. Specialist confirms the transferred funds are from a single donor and the records are confidential.

1. When creating the proposal record, the research administrator selects, "Confidential Funder" as the sponsor at proposal, which will carry over to the award.
2. Specialist retains all correspondence and any documents locally at I:Drive/PI Folders.
3. Specialist uploads a document titled, "Confidential Funder – Please Contact UCFRF for Information."

References:

UCF Policy Number:

4-210 Distinguishing Gifts from Sponsored Awards

4-214 Proposal and Acceptance of Sponsored Award for Research and Development

UCFRF Policy Number:

7.04 Gift-in-Kind Acceptance Policy

8.01 Donor Restrictions

2-202.2 UCF Foundation Donor Solicitation and Recognition

Memorandum dated July 3, 2023, from Rodney M. Grabowski to all Vice Presidents, Deans and Directors titled, "Fundraising Activities – Confidential Records."

Definitions:

Award: A record created in Huron Grants after a sponsor has indicated they will fund research. Each award is associated with at least one Grant.

Award Modification Request: Request initiated in HRS to manage changes to the Award.

Confidential Funder: HRS Sponsor name used for Awards consisting of funds from one donor transferred from the UCF Foundation.

Grant: An alphanumeric financial account where research expenditures are allocated. Every Grant is associated with only one Award.

Huron Grants (HRS): A comprehensive electronic solution for proposal submission and award management.

Institutional Review Board (IRB): An administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities.

LIFE at UCF: UCF Learning Institute for Elders enriches lives of older adults in Central Florida through a variety of lectures and experiences.

Multi-donor UCFF Account: A UCF Foundation financial account consisting of funds complied from multiple donors.

Single Donor UCFF Account: A UCF financial account consisting of funds from one donor.

UCF Foundation (UCFF): A 501(c)3 organization responsible for fundraising efforts and managing donor funds.

SOP PERIODIC REVIEW:

This SOP and any associated forms and/or templates have undergone periodic review. The outcome of the periodic review is documented below:

Original: Version 1.0. 01/04/2023
 Version 2.0. 08/28/2023

HRS Entry Guide for Funds Transferred from UCF Foundation

The purpose of this document is to assist with the entry of FP records in Huron when funds are transferred from UCF Foundation to UCF Research Foundation. This table indicates the correct data entry for certain fields.

HRS SmartForm Page	Field Title	Data Entry
General Proposal Information	Short title of the proposal:	RF: xxxxx
General Proposal Information	Select the direct sponsor:	See chart in Procedure: New Awards
General Proposal Information	Instrument Type:	RF Other
General Proposal Information	Primary purpose of this project:	Management Fee
Additional Proposal Information	Company:	University of Central Florida Research Foundation, Inc.