UCF Workday Sponsor Request Form

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 or award and create an ancillary review to the designated organization below:

- "Sponsor Steward – OR" = For OR sponsored research, even if the 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 keyword (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