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Huron Grants File Upload Reference Guide for the Research Community

To improve record keeping and streamline the proposal review process in Huron Grants, the Pre-Award Office provides the following instructions for documents uploaded to the HRS Grants Funding Proposal record.

- **Current Versions Only:** Ensure only the latest version of each document is uploaded. Use the "Upload Revision" function for updated versions.
- **Avoid Duplications:** Do not upload duplicate documents unless needed in multiple formats (e.g., PDF and Excel).
- **Document Titles:** See Huron Reference Guide for Attachment Naming Conventions
- **Document Quality:** Ensure all PDFs are provided in a format that preserves the text (not an image).
- **Email Submission Packages:** Attach email submission packages as combined PDFs except for documents that are required by the sponsor to be submitted separately or in different formats. When a submission includes multiple file types, add a comment outlining the files to be submitted. Reference the sponsor's requirement for separate and/or non-PDF files.
- **Subaward Packages:** Upload subaward packages separately as combined PDFs. Subaward packages should be complete in one file even if certain items are also in the proposal package. Exceptionally difficult files to combine (e.g.: DARPA budget, locked PDFs) may remain separate. In such cases, use clear file names and add clarifying comments.
- **Applicable Guidance:** Include all applicable lead and prime sponsor guidance specific to the opportunity (excluding PAPPG, NIH General Instructions, NASA ROSES).

Additional Notes:

1. Document "Titles" can be customized through the HRS "Add Attachments" or "Upload Revision" functions without changing the actual file name.
2. Do not add or change documents when the proposal is in Specialist Review.
3. Do not upload attachments to the FP smart form. Instead upload all relevant attachments to the Attachments tab.
4. Include a header on attachments, when possible.

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