

MECHANICAL AND AEROSPACE ENGINEERING

REFERENCE GUIDE

IF YOU WOULD LIKE TO SEE OTHER ITEMS
ON THIS PAGE, PLEASE CONTACT:

JEN FACKLER

JENNIFER.FACKLER@UCF.EDU

PURCHASING

Purchase item(s) under \$5,000

Form: [link to form](#)

Submit to: mmaepurchase@ucf.edu

Purchase item(s) over \$5,000

Form: [link to form](#)

Submit to: mmaepurchase@ucf.edu

QUOTE REQUIREMENTS:

\$10,000 and below	One quote from vendor required
\$10,000.01 - \$35,000	Two price quotes required
\$35,000.01- \$75,000	Three formal quotes required
\$75,000.01 and over	Formal Invitation to Bid is required. Please contact Jen

If there are no competitors, please contact Jen

Purchase item for asset build (any dollar amount)

Form: [link to form](#)

Submit to: mmaepurchase@ucf.edu

If amount is over \$5,000 please obtain the number of quotes required above.

TUITION/FEE PAYMENTS

Form: [link to form](#)

Submit to: [**jennifer.fackler@ucf.edu**](mailto:jennifer.fackler@ucf.edu)

Use this form for tuition/fees not paid through GTA or GRA contracts.
Please be sure the student ID # is correct.

GRANTS

Requesting No Cost Extension

Form: [link to form](#)

Submit to Huron:

1. Go to Paris
2. Click on the **title** of the grant.
3. Next to the Award ID, click the link **open in huron**. That should take you to the correct page. Be sure that the orange box shows **Active**.
4. Under the “Active” button, click on the **Modification Request** button.
5. Upload your form.

Requesting Budget Transfer

Form: [link to form](#)

Submit to Huron:

1. Go to Paris
2. Click on the **title** of the grant.
3. Next to the Award ID, click the link **open in huron**. That should take you to the correct page. Be sure that the orange box shows **Active**.
4. Under the “Active” button, click on the **Modification Request** button.
5. Upload your form.

To Add Deliverables/Reports

1. Go to Paris
2. Click on the **title** of the grant
3. Next to the Award ID, click the link **open in huron**. That should take you to the correct page. Be sure that the orange box shows **Active**.
4. Scroll down to **Manage Deliverables**
5. Click on the deliverable/report you are uploading
6. Click on Complete under StatusUpload document

To Add Effort for No Cost Extension

1. Go to Paris
2. Click on the **title** of the grant
3. Next to the Award ID, click the link **open in huron**. That should take you to the correct page. Be sure that the orange box shows **Active**.
4. Scroll down to Modifications (not Modifcation Request)
5. Click on Request
6. Click on Edit Award **Modification** (under Orange button)
7. Click Personnel Effort on the left
8. Use search to find name – do not type in name.
9. Complete the role, start date, end date, Effort % and Salary Req %

Huron Reference Guide

<https://ucf4.huronresearchsuite.com/Grants/sd/Doc/0/VFUI2BV74S8UKDC4T38PCLIG00/UCF%20Huron%20Grants%20Reference%20Guide%20for%20Specialists%20in%20the%20Award%20Management%20Office.pdf>