

UCF RISING



WHAT IS UCF RISING?

UCF Rising is a collection of efforts underway that invest in our digital infrastructure and operational processes in the areas of Grants and Research Administration, Human Resources and Finance. The changes, many of which are already underway, are expected to create a more user-friendly way to communicate across the divisions and colleges involved in the research enterprise.

The goal is to better align our operations to support one of our big Collective Impact strategic goals – increasing research awards at UCF to \$250 million by 2020.

Several upgrades have already launched, and others will be coming over the next couple of years. You will see changes. Updates will be communicated before each new system comes online. More information related to this project can be found at: <https://rising.it.ucf.edu>

GRANTS AND RESEARCH ADMINISTRATION

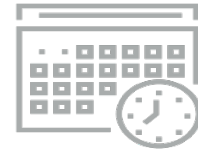
The Huron Research Suite (HRS) of software is being adopted in a variety of areas to make the research administration and management process more efficient. These areas within the Office of Research include IRB (Institutional Review Board), IACUC (Institutional Animal Care and Use Committee), Grants and Agreements (financial and non-financial).

HRS adoption is introducing operational changes that align with best practices and are aimed at a better user experience. Changes include:

- ◆ Beginning in November, HRS will be used for the submission of research agreements and to check the status of those agreements.
- ◆ In November 2019, ARGIS will no longer be used for Proposal submission. All new Proposals created, and any resultant awards will be run through the Huron Research Suite.
- ◆ Notifications will be sent out based on milestones associated with the award or project.
- ◆ New business processes have been put in place, which streamline and improve the hand-offs between campus and the central office.
- ◆ The Central Office is undergoing changes as well with the restructuring and streamlining of work processes to better serve the campus.

FINANCE & ADMINISTRATION

To improve the planning and budgeting processes for the University we are implementing salary encumbrances. A salary encumbrance, which includes salary and fringe expenses, reflects the estimated obligation (budget) for an employee on each associated funding source. These funds are committed and cannot be used for other purposes. This change will improve project expense reporting for Principal Investigators and Research Administrators, as well as department expense reporting for other finance managers.



TIMELINE

UCF Rising is introducing new systems and business processes to the university, as well as, making process improvements and enhancements to existing systems. At a high level the timeline for UCF Rising is:

- ◆ **August** – The focus is on testing the systems and business processes to make sure they work as expected. Validation of data and verification of workflow will be conducted. Training plans will be finalized, and schedules confirmed
- ◆ **September** – Final updates will be made to systems and processes based on input from end users. Processes and systems will undergo final validations. Training for various user groups will begin.
- ◆ **October** – The focus is on preparations for the defined changes to systems and business processes. Training on systems and business processes continues.
- ◆ **November** – Transition to the new business processes and systems is underway. Operational support structures have been established.

HUMAN RESOURCES

Significant improvements have been made to ePAFs (Electronic Personnel Action Forms) and Salary Cost Transfers (SCTs) to streamline the processing thereby improving cycle time and reducing errors. Highlights of some of the key changes include:

- ◆ ePAFs will be split into two separate actions: HR actions and Funding actions. The funding ePAFs will have a new approval process and align more closely with purchasing workflow.
- ◆ Salary Cost Transfers will be generated in the PeopleSoft HR system (HCM) with a new entry page and process.
- ◆ In November a new business process for updating employee funding will be established.

TRAINING, DOCUMENTATION, AND SUPPORT ARE AVAILABLE

As each new update is launched, new information will be uploaded to the website <https://rising.it.ucf.edu>. Should you have any questions or comments feel free to reach out to us at ucfrising@ucf.edu