SOM HURON STANDARD NAMING CONVENTIONS

# Funding Proposal [50 Characters/Spaces]

***[AWD Placeholder‡]*-[Dept]-[PI Name/Initials]-[Title/Descriptor/Acronym]-[Sponsor ID]**

‡The award placeholder should be accommodated spaces, but not entered as actual characters. Therefore, please do not enter AWD-000000 or AWD-xxxxxx, but account for 11 spaces (10 characters plus the dash/space) within the allowable 50 character limit.

Examples: PBHS-Smith-TRaMPoLINe Trial-IRB #321789

 RADL-Jackson-ENIGMA-R01xx123456

 PEDT-Carter-AAPR Postdoc Fellow/Franks

# Award [50 Characters/Spaces]

OSP will utilize the FP naming convention and add the Workday Award ID (AWD-xxxxxx) as a prefix, which has been accounted for to ensure that no data is lost from the FP short title.

Example: AWD-001234-PBHS-Smith-TRaMPoLINe Trial-IRB #321789

# Award Modification Request [AMR]

Utilize a short, descriptive, specific title that will be identifiable in the Huron Award record. Do not use the Dept-PI-Title format from the FP or Award.

Examples: NCE to 01/31/2026

 At-Risk Extension to 04/30/2027

 Internal Transfer – Jackson/Y4

 RG Request – GR123456

 IRB #321789 – Amendment #2 / Budget

# Award Modification [MOD]

OSP will utilize the AMR naming convention and add the Workday Award ID (AWD-xxxxxx) as a prefix, plus any required additional information.

Examples: AWD-001234-NCE to 01/31/2026

AWD-001234-Internal Transfer – Jackson/Y4-add $32,500 to GR123456

# Agreements – Funded [CSAs, SRAs]

Funded agreement short titles will match the FP.

Amendments to CSAs and SRAs will match the original CSA or SRA, but will include “Amendment #x” or “Modification #x”, etc, to the end of the short title.

# Agreements – Non Funded [CDAs, MTAs, DUAs, etc]

**[Dept]-[PI Name]-[Agreement Type]-[Sponsor/Contracting Entity]-[Title/Descriptor/Acronym]**

Examples: INMD-HO-Johns-CDA-Incyte-Protocol INC204

 ANES-Grant-MTA-Jackson Labs-PoP12xx+ mice

 BIOC-Davis-DUA-UC San Francisco-ANDES Data to Dr. Howard

# IMPORTANT NOTES

**Be sure to remove all system-generated prefixes and suffixes, such as:**

Resubmission1

Agreement for:

Renewal

Amendment for: