Guidance and Best Practices:
Proxy-Enabled Competitions in the Harvard University Funding Portal
March 1, 2018

The OVPR has heard of multiple instances where the use of Proxy functionality has conflicted with the HarvardKey environment. The creation of Principal Investigator user accounts by Proxy applicants prevents Principal Investigators from future access to HUFP, causing confusion for applicants and administrators alike.

We are issuing the following guidance and best practices when enabling Proxy functionality in HUFP competitions.

**Change:**

The OVPR has made a global change to the Master Template, specifically in the Application Description. The final text box now indicates as default “Additional Information, Related Websites, and Proxy Instructions”.

**If your competition is NOT Proxy enabled:**

Under *Additional Information, Related Websites, and Proxy Instructions*, please add the following statement:

“This competition is not enabled for Proxy applicants.”

**If your application IS Proxy enabled:**

Your *Brief Description* and *Description* should begin with the following text:

“This competition is enabled for Proxy applicants. Please scroll to the bottom of this screen for further instructions on how to use the Proxy functionality.”

Under *Additional Information, Related Websites, and Proxy Instructions*, please add the following statement:

“This competition is enabled for Proxy applicants. Before beginning an application, Proxies will be asked to locate their Principal Investigator in HUFP. If your PI is not registered in HUFP, please ask them to create their profile using their HarvardKey. **Proxies should never "Add User" in HUFP.**