

Memorandum

To: University Research Community

From: Robert M. Gutierrez, Director of Pre-Award
Division of Research

Subj.: Revised Internal Clearance and No Cost Extension Forms

Date: March 8, 2011

The Division of Research would like to advise the University Research Community that the Internal Clearance (ICF) and No Cost Extension (NCE) forms on the Division of Research website have been revised.

The Internal Clearance Form was revised to eliminate wording related to the direct budgeting of expenses related to safety assurance services provided by Environmental Health & Safety. Additionally, calendar year effort columns were added to the personnel grid to permit the reflection of calendar year effort charged to the project and/or cost shared by the institution for individuals on a 12 month appointment. These changes have also been reflected in the online electronic internal clearance tool for those units that have been brought online in the electronic clearance initiative in PeopleSoft.

The No Cost Extension form was revised to remove the need to provide a detailed budget plan as part of the no cost extension request. A detailed budget plan will only be needed when it is required by the sponsor. The NCE form will still require a need to indicate the remaining funds in the project as well as an estimate for the effort to be expended during the no cost extension period.

Both of these revised forms are available in the forms section of the Division of Research website at <http://research.fiu.edu/forms/forms.html>.

If you have any questions regarding the revisions to the above referenced documents then please feel free to contact our office at 305-348-2494.

DIVISION OF RESEARCH
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