

Memorandum

To: University Research Community

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

Subj.: Division of Research Prior Approval of Sponsored Project Proposals

Date: April 3, 2012

The Division of Research would like to remind the University Research Community that all proposals to external sponsors for projects that will involve University faculty and/or staff must be reviewed and approved by the Division of Research (DOR) for compliance with federal and state statutes and regulations as well as sponsor and FIU guidelines, policies and procedures **prior** to submitting the proposal to a prospective sponsor.

Sponsors will sometimes request a preliminary or “white paper” proposal prior to submission of a full proposal. In those circumstances, approval from DOR prior to the PI’s submission of the “white paper” proposal to the sponsor is not required provided the white paper or preliminary proposal does **NOT** contain any of the following: (1) a budget; (2) commitment of University cost sharing; (3) commitment of space additional to that already available to the PI; or (4) an authorized University signature. If any of the foregoing items is included or required in the white paper or preliminary proposal, then the normal proposal clearance process must be followed by the PI via the electronic internal clearance process. Please note that for all white papers or preliminary proposals where DOR approval is not required, the PI should nonetheless forward a copy of the same to DOR for its files in the event a full proposal is later submitted.

Please note that if an award is received for a proposal that was not approved by DOR prior to submission, the award will NOT be processed until all required proposal paperwork (including the fully signed Electronic Internal Clearance Form (eICF), budget, signed Cost Sharing Form, if applicable) is received and approved by DOR. Additionally, the Vice President for Research or his designee may determine that an award resulting from a proposal that was not reviewed by DOR prior to submission to the sponsor will not be accepted if the same is not in furtherance of the University's mission or if the project may not viably be performed at the University.

Additional details regarding Division of Research Prior Approval of Sponsored Project Proposals can be found at <http://policies.fiu.edu/files/526.pdf> and on the DoR website FAQs at <http://research.fiu.edu/faqs/faqs.html>.