

Memorandum

To: University Research Community

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

Subj.: Updated Subawardee Forms

Date: April 23, 2014

The Division of Research would like to advise the University Research Community that the following forms related to subawards have been revised and are available on the DOR website at <http://research.fiu.edu/forms/>.

1. Subawardee Commitment Form – form has been revised to advise potential subawardee that FIU will require a copy of their IRB, IACUC or IBC approvals before a subaward can be fully executed.
2. Subcontract Agreement / Amendment Request Form – form has been revised to indicate that any studies carried out by the subcontractor, which involve human subjects (including surveys or data analysis), animals or recombinant DNA molecules should be reflected accurately in the statement of work. Also the form has been revised to make it clear that IRB/IACUC/IBC approval from both FIU and the subcontractor's committees are required.

Please note that a subcontract and/or subcontract amendment will not be executed by FIU until satisfactory documentation is received that demonstrates IRB/IACUC/IBC approval from both FIU and the subcontractor are in place if required for the project.

Please note that these updated subawardee forms and other items of interest will be discussed at our upcoming Quarterly Research Administrator's Meeting (GRAM) scheduled for April 29, 2014 from 10 am– 12 noon in the MARC Pavilion.

If you have any questions about these changes to the subawardee forms then please feel free to contact your Pre-Award representative (<http://research.fiu.edu/dor/pages/staff-directory.html>) at 305-348-2494 for further assistance.