



**Memorandum**

**To:** FIU Research Administrators

**From:** Division of Research

**Subj.:** Quarterly Research Administrators Meeting

**Date:** Tuesday, April 26, 2011 from 10:00 am to 12:00 pm

**Location:** MARC Pavilion

The Division of Research would like to remind *all Research Administrators* of the upcoming Quarterly Research Administrators Meeting where various key research administration topics will be discussed by members of the Division of Research staff. All university Research Administrators are strongly encouraged to attend.

To *RSVP* for this upcoming meeting please send your name, department, email address and FIU phone extension to [research@fiu.edu](mailto:research@fiu.edu) no later than 12:00 pm on Friday, April 22, 2011.