

Memorandum

To: University Research Community

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

Subj.: Electronic Internal Clearance Form (eICF)

Date: April 26, 2012

The Division of Research would like to advise the University Research Community that the deployment of the Electronic Internal Clearance Form (eICF) has been completed and the paper internal clearance form will no longer be accepted after April 30th, 2012.

As has been previously announced the eICF allows the electronic routing of proposals throughout the entire internal approval process from the PI / Co-PIs, to the Chair, Dean and the Division of Research. As the eICF has been deployed to areas of FIU’s research community, the Division of Research has embedded additional, permanent research administrative support to assist the research community with this new endeavor.

The goal of the Division of Research is to enable the university’s researchers to focus more of their time and resources on the science during the proposal process and less on the administrative aspects associated with proposal preparations and submissions.

Below is a listing of the eICF Representatives that are available to assist with all aspects of the eICF process including: filling out the eICF online, developing budgets, filling out agency forms, uploading attachments and assisting with electronic routing of proposals for clearance.

College/School/Center/Division	eICF Representative	Location
College Arts & Science – SEAS MMC	Natalie R. Sanchez	MARC 430
College Arts & Science – SEAS BBC	Virginia Gary	AC I – 324 (BBC) ¹
School of Journalism & Mass Communication	Virginia Gary	AC I – 324 (BBC) ¹
College Arts & Science - SISH	Daviane Lastra	DM 441B
College of Nursing & Health Sciences	Maria Marin	AHC II- 398
Herbert Wertheim College of Medicine	Maria Marin	AHC II- 398
Robert Stempel College of Public Health & Social Work	Maria Marin	AHC II- 398
College Arts & Science - SIPA	Kathryn Snider	SIPA 511
College of Engineering & Computing (except SCIS)	Nathalie Sarmiento	EC 2468

School of Computer and Information Science	Natalie R. Sanchez	MARC 430
Applied Research Center	Nathalie Sarmiento	EC 2468
School of Hospitality & Tourism Management	Virginia Gary	AC I – 324 (BBC) ¹
Academic Affairs – Museums & Library	Natalie R. Sanchez	MARC 430
College of Architecture & the Arts	Natalie R. Sanchez	MARC 430
College of Business Administration	Natalie R. Sanchez	MARC 430
College of Education	Natalie R. Sanchez	MARC 430
College of Law	Natalie R. Sanchez	MARC 430
Division of Student Affairs	Natalie R. Sanchez	MARC 430
All Other Units	Natalie R. Sanchez	MARC 430

¹ Ms. Gary will be at the BBC starting in Fall 2012.

As part of our deployment process the Division of Research has made available departmental information sessions to units and departments to complement the additional support and training materials available on line. If your department would like to schedule a session please contact Robert Gutierrez at 305-348-2494.

The eICF can be accessed through the PeopleSoft Financials System at <https://psprod.fiu.edu:8700/psp/psfsprd/EMPLOYEE/ERP/?cmd=logout> by clicking on the Main Menu → Smart Solutions → Smart Documents → Smart Proposal Entry → Add.

Training materials are available on the Division of Research website at <http://research.fiu.edu/training/trainingResources.html>.

If you have any questions about the eICF please feel free to contact your Pre-Award representative (<http://research.fiu.edu/staff/staffListing.html>) at 305-348-2494 for further assistance.