

**Memorandum**

To: University Research Community

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

Subj.: Proposal Deadlines Reminder

Date: May 9, 2014

The Division of Research would like to remind the University Research Community that the Division of Research needs to have received via the Electronic Proposal Routing Approval Form (ePRAF) the following items five business days before the sponsor's deadline:

1. Budget & budget narrative
2. Draft of proposal
3. Routed ePRAF with college and departmental approvals
4. Non-Programmatic elements of the proposal (biosketches, facilities and resources, support forms etc...)
5. Subawardee Commitment Form and associated statement of work, budget and budget narrative from the proposed subawardee

We will require the following items two business days before the sponsor's deadline:

1. Cost Share Form signed by all parties (if required)
2. Direct Charge Exemption Form signed by all parties (if required)
3. Final proposal ready for submission

Applications that do not meet the deadlines listed above will not be processed by the Division of Research unless the Dean of the respective college provides a written request to the Vice President for Research delineating the reasons for missing the deadlines.

Based on the explanation provided by the Dean, the Vice President for Research will determine whether an exemption is warranted in order for the application to move forward.

**Additionally, please note that if a sponsor's deadline falls after 5:00pm EST then the deadline will default to submission by 5:00pm EST by the Division of Research.**

If you have any questions about proposal deadlines 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.