

Memorandum

To: University Research Community

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

Subj.: Revisions to the Internal Clearance Form

Date: September 12, 2012

The Division of Research would like to advise the university research community of the following updates and revisions to the institution's internal clearance form.

1. In order to avoid confusion with other research forms and processes, moving forward, the internal clearance form will be known as the Electronic Proposal Routing Approval Form (ePRAF).
2. The Proposal Title field in the ePRAF has been expanded to 254 characters to allow for more descriptive proposal titles.
3. A new required 4,000 character field called "Layman's Proposal Description" has been added to permit PIs to provide a brief description geared towards the general public about the proposed project.
4. Three additional questions regarding financial conflict of interest (FCOI) have been added in the Compliance section of the ePRAF in order to comply with the new PHS FCOI requirements.

If you have any questions about these revisions to the ePRAF then please contact your Division of Research Pre-Award representative (<http://research.fiu.edu/staff/staffListing.html>) at 305-348-2494 for further assistance.