

## Memorandum

To: University Research Community

From: Roberto M. Gutierrez  
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Office of Research and Economic Development

Subj.: Letters of Support from Miami-Dade County Public Schools

Date: September 16, 2016

In an effort to streamline the process to request letters of support from Miami-Dade County Public Schools (MDCPS) for proposal submissions, the MDCPS Office of Intergovernmental Affairs and Grants Administration and the FIU Office of Research and Economic Development are implementing the following procedures when letters of support are requested from MDCPS.

Effective immediately any proposal submission that contemplates a letter of support from MDCPS will need to submit to the ORED Pre-Award unit via email ([preaward@fiu.edu](mailto:preaward@fiu.edu)) the following items a minimum of three weeks in advance of the sponsor's deadline:

1. Project Abstract in MS Word
2. Draft Letter of Support in MS Word (adhering to templates provided by MDCPS available at <http://www.dadegetsgrants.net/#!/letters-of-support-/c1wee>)
3. Project Title
4. RFP/RFA or other pertinent sponsor provided guidelines
5. Total Anticipated Requested Amount for the entire project
6. Amount being subawarded to MDCPS
7. Anticipated Start and End Dates for the project
8. Name and Department for contact at MDCPS which discussions about the proposed project have been had
9. List of school sites at MDCPS that will participate (if known)

ORED will review the proposed information and forward the request directly to MDCPS for their review and consideration. Please note that letters sent directly to MDCPS without ORED review and approval will be returned by MDCPS to ORED for review and approval therefore it is imperative that in the interest of time all requests be sent to ORED first.

If there are any additional questions regarding the process to request letters of support from MDCPS 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.