

Memorandum

To: University Research Community

From: Roberto M. Gutierrez
Assistant Vice President for Research

Subj.: Proposal Deadlines Reminder

Date: February 5th, 2016

As announced at last week's Quarterly Research Administration Meeting (QRAM) the Office of Research and Economic Development (ORED) would like to remind the University Research Community that ORED 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 completed
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

Additionally, please note that all electronic submissions (i.e. grants.gov, NSF Fastlane, NASA NSPIRES and other sponsor specific systems) will need to be submitted by ORED no later than Noon on the date that the application is due to the sponsor in order to have sufficient time to address any errors or warnings related to the electronic submission process.

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.