

Memorandum

To: University Research Community

From: Robert Gutierrez, Director of Pre-Award
Division of Research

Subj.: Planned Electronic Internal Clearance Form Outage

Date: June 5, 2012

The Division of Research has been advised that due to the planned transition to the new Chart of Accounts in the university's PeopleSoft Financials Systems, the electronic internal clearance form (eICF) will be available in view only mode from Wednesday July 4th, 2012 – Sunday, July 8th, 2012.

During this time frame there will be no access available to input, route, approve or submit electronic internal clearance approvals via the eICF in the PeopleSoft Financials System.

In anticipation of this planned outage, the Division of Research is requesting that proposals whose deadlines fall between Wednesday July 4th, 2012 – Monday July 9th, 2012 be fully approved by the respective units and routed to the Division of Research by Noon on July 3rd, 2012.

The Division of Research will work with units during this period to ensure that internal clearance approvals are received in order to submit applications as usual.

Please note that the planned outage will not affect the Division of Research's ability to submit proposals via external sponsor systems such as grants.gov, NSF Fastlane, NASA NSPIRES etc...

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