

**Memorandum**

To: University Research Community

From: Roberto M. Gutierrez  
Assistant Vice President for Research  
Office of Research and Economic Development

Subj.: Report of Financial Interests of Employees Engaged in Sponsored Research Form Update

Date: June 4, 2021

The Office of Research and Economic Development (ORED) would like to advise the university research community of the following update to the collection of the *Report of Financial Interests of Employees Engaged in Sponsored Research* at Electronic Proposal Routing Approval Form (ePRAF) stage.

The form previously known as *Report of Financial Interests of Employees Engaged in Sponsored Research* has been replaced with an updated form titled [Award Action Report of Conflict of Interests of Employees Engaged in Sponsored Research Activities](#). This form is required for all employees in externally funded sponsored research projects who are **engaged** in the design, conduct, or reporting of the proposed research at award action stage. Award action stage is defined to encompass initial award actions, increases, continuations and no cost extensions.

The updated form has been streamlined and is hosted via DocuSign's platform agnostic digital transaction system. A link to the form is available in the Conflict of Interest Forms section of the ORED website at <https://research.fiu.edu/forms/#conflict> under the [Award Action Report of Conflict of Interests of Employees Engaged in Sponsored Research Activities](#) heading.

Additionally, question 23 on the ePRAF has been updated to reflect that the [Award Action Report of Conflict of Interests of Employees Engaged in Sponsored Research Activities](#) form is now required at award action stage.

Please note that the [Award Action Report of Conflict of Interests of Employees Engaged in Sponsored Research Activities](#) form collects information that is specific to the awarded sponsored research project and does not replace the mandatory requirement for disclosures of financial conflicts of interest and reporting of outside activities via the "Report of Outside Activity/Conflict of Interest" Employee Portal as detailed in the [Conflict of Interest in Research Policy and Procedure 2370.005](#).

If there are any questions regarding these updates then please feel free to contact your Award Services Team representative (<http://research.fiu.edu/ored/staff-directory/>) for further assistance.