

## 2021-2022 Researcher's Timeline

The timeline below outlines typical milestones in the funding process, from early conceptualization of the project to the closeout of the project, and shows which group within FIU's **Office of Research & Economic Development (ORED)** specializes in each area.

Grant & Research Timeline	ORED Groups								ORED Contact	Telephone
	Research Develop.	Pre-Award	Post-Award	Integrity	Budget	Admin	Lab Space	Tech Mgmt. & Comm.		
Have project ideas									Maureen Pelham	305-348-0485
Identify collaborators									Maureen Pelham	305-348-0485
Find a funding opportunity									Maureen Pelham	305-348-0485
Draft reviews									Maureen Pelham	305-348-0485
Obtain University templates									Maureen Pelham	305-348-0485
Find colleagues who share my professional interests									Maureen Pelham & <a href="https://scholars.fiu.edu">https://scholars.fiu.edu</a>	305-348-0485
Find external collaborators									Maureen Pelham	305-348-0485
Schedule a visit to a funding agency to meet with program officers									William Anderson	305-348-2693
Invite a program officer to make a presentation at FIU									William Anderson	305-348-2693
Fill out an Electronic Proposal Routing Approval Form (ePRAF)									Robert Gutierrez	305-348-8312
Prepare a budget									Robert Gutierrez	305-348-8312
Prepare proposal package for submission									Robert Gutierrez	305-348-8312
Submit proposal									Robert Gutierrez	305-348-8312
Draft a subcontract or consulting agreement									Robert Gutierrez	305-348-8312
Apply for a no cost extension									Robert Gutierrez	305-348-8312
Conduct research with humans, animals or rDNA									Christopher Grayson	305-348-8379
Hire staff									Tonja Moore	305-348-3049
Help with travel, purchasing issues on my grants									Tonja Moore	305-348-3049

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Obtain space and/or equipment for my funded research									Luis Salas	305-348-5952
Report effort on my grant									Mirtha Alberto	305-348-0166
I may have an invention									Pedro Hernández	305-348-3051
Set up my award to access the funds									Donna Kiley	305-348-2133
Modify my budget									Donna Kiley	305-348-2133
Understand my available balance									Donna Kiley	305-348-2133
Guidance processing an expense									Donna Kiley	305-348-2133
Find out who approves my travel authorization									Donna Kiley	305-348-2133
Find out if an expense is allowable on the project									Donna Kiley	305-348-2133
Establish and process participant payments?									Donna Kiley	305-348-2133
Collect funds from sponsor									Donna Kiley	305-348-2133
Help me with the close out									Donna Kiley	305-348-2133

## 2021-2022 Guide for Faculty New to FIU



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