



**Research
& Economic
Development**

2021-2022

Research Guide for Faculty New to FIU



OFFICE OF RESEARCH & ECONOMIC DEVELOPMENT (ORED)
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2021-2022 Research Guide for Faculty New to FIU

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On the cover: *Among the many accomplishments and discoveries in 2020-2021, FIU researchers identified [a new species of hermit crab](#); FIU’s team of [detection dogs](#) became the first in the US to gain certification specific to COVID-19; FIU expanded its research capabilities by establishing the [Center for Translational Science](#) (CTS) in Port St. Lucie.*

Introduction

The Office of Research and Economic Development (ORED) welcomes you to Florida International University (FIU). Our primary commitment is to support the University’s research mission and lead the University’s efforts in research development.

As South Florida's only public R1: Doctoral University—Highest Research Activity, we are proud of our record of service to the South Florida community and to our students. Our research faculty agenda has enriched the creative and material dimensions for our students, their families and our community. With *FIU’s BeyondPossible2020* strategic plan, we charted a course to fulfill our destiny as a world-renowned university. Our *Next Horizon 2025* strategic plan offers a pathway to enable more impactful research and creative work that provides solutions for our community.

FIU aspires to be recognized as a top 50 public university for achieving exceptional student-centered learning and upward economic mobility, producing socially impactful research and creative activities, and leading transformative innovations locally and globally. FIU’s *Next Horizon 2025* strategic plan honors the accomplishments of past strategic plans and continues the commitment to exceptional learner success and the highest level of university research and innovation. At the same time, it is intentionally disruptive and agile to respond effectively to the continued rapid changes in higher education, discoveries and the world of work.

One of the three strategic priorities is to accelerate preeminence and research, and innovation impact. It is designed to advance our standing by leveraging preeminent and emerging preeminent programs that collaborate across disciplines to generate new knowledge and innovative solutions for the betterment of our environment, health and society. This will drive our visibility to solidify our reputation as a leading urban public research university. To achieve this, we will strive to attract and retain the best, most productive faculty, while cultivating leaders and nurturing all students, postdocs, researchers and staff to excel. FIU’s *Next Horizon 2025* will establish a knowledge ecosystem marked by research innovation unfettered by discipline or geography to design grand solutions to the complexities of modern society. We will leverage our success as a global academic leader to drive knowledge production that informs public and academic conversations on societal and cultural issues. We will support our faculty, allowing them to achieve national recognition for their excellence in teaching, research, scholarship, and creative activities. Finally, FIU will be the catalyst to foster social innovation and entrepreneurship from conceptualization to commercialization.

ORED Mission

The mission of the Office of Research and Economic Development is to provide leadership in research administration, support the endeavors of the University’s research community, and ensure the responsible stewardship of research activities. ORED accomplishes its mission by minimizing the impediments to research activity, promoting research conduct that meets the highest standards of ethical integrity, and ensuring that research activity is compliant with all local, state, and federal regulations.

Senior Leadership

| Name | Title | Phone | Email Address |
|---------------------|---|--------------|--|
| Andrés G. Gil | Senior Vice President for Research & Economic Development, Dean of the University Graduate School | 305-348-0556 | Andres.gil@fiu.edu |
| William T. Anderson | Associate Vice President for Research | 305-348-2693 | William.anderson@fiu.edu |

| Name | Title | Phone | Email Address |
|---------------------|---|--------------|--|
| Tonja Moore | Associate Vice President for Research Strategic Planning & Operations | 305-348-3049 | Tonja.moore@fiu.edu |
| Luis P. Salas | Associate Vice President for International Research, Space & Compliance | 305-348-5952 | Luis.salas@fiu.edu |
| Mirtha Alberto | Director, Budget & Cost Analysis | 305-348-0166 | Mirtha.alberto@fiu.edu |
| David Driesbach | Assistant Vice President, Research Information Systems | 305-348-7256 | David.driesbach1@fiu.edu |
| Christopher Grayson | Director of Research Integrity | 305-348-8379 | Christopher.grayson@fiu.edu |
| C. Emily Gresham | Assistant Vice President for Research Innovation & Economic Development | 305-348-0474 | Emily.gresham@fiu.edu |
| Robert Gutierrez | Assistant Vice President for Research Development & Pre-Award | 305-348-8312 | Robert.gutierrez@fiu.edu |
| Robert Hacker | Director, StartUP FIU | 305-348-3927 | Robert.hacker@fiu.edu |
| Pedro P. Hernández | Director, Technology Management & Commercialization | 305-348-3051 | Pedro.hernandez7@fiu.edu |
| Regnier Jurado | Director, Research Management Solutions | 305-348-0176 | Regnier.jurado@fiu.edu |
| Donna Kiley | Director of Post-Award | 305-348-2133 | Donna.kiley@fiu.edu |
| Lidia Kos | Associate Vice President for Research, Associate Dean, University Graduate School | 305-348-2135 | Lidia.kos@fiu.edu |
| Diana Oliva | Assistant General Counsel—Research | 305-348-2494 | Diana.oliva@fiu.edu |
| Maureen Pelham | Director, Research Development Director, Postdoctoral Scholar Services | 305-348-0485 | Maureen.pelham@fiu.edu |
| Horatiu Vinerean | Director, Laboratory Animal Research; Attending Veterinarian | 305-348-2494 | Horatiu.vinerean@fiu.edu |
| Susan Webster | Assistant Vice President for Research, Assistant Dean, University Graduate School | 305-348-2349 | Susan.webster@fiu.edu |

Structure

Understanding the structure of the Office of Research and Economic Development (ORED) will assist you as you develop your research interests. Conducting research and applying for funding are two of the most challenging aspects of your career. The next few pages will guide you as you grow your research at FIU.

ORED has various components that provide up-to-date knowledge and expertise. These include:

- Research Development—William T. Anderson, Associate Vice President
 - Outreach & Pre-proposal Preparation—Maureen Pelham, Director
- Research Services—Robert Gutierrez, Assistant Vice President
 - Pre-Award— Robert Gutierrez, Assistant Vice President
 - Research Management Solutions—Regnier Jurado, Director

- Innovation and Economic Development—Emily Gresham, Assistant Vice President
 - StartUP FIU—Robert Hacker, Director
 - Faculty Research Commercialization—Robert Hacker, Director
 - Student Entrepreneurship—Andrew Pompa, Director
 - Technology Management & Commercialization— Pedro Hernández, Director
- Strategic Planning and Operations—Tonja Moore, Associate Vice President
 - Budget & Cost Analysis—Mirtha Alberto, Director
 - Post-Award —Donna Kiley, Director
 - Human Resources—Diana Taveras, Associate Director
- International Research, Space Optimization & Compliance—Luis P. Salas, Associate Vice President
 - Laboratory Animal Research—Horatiu Vinerean, Attending Veterinarian and Director
 - Research Integrity—Christopher Grayson, Director
- Research Information Systems—David Driesbach, Assistant Vice President
- Postdoctoral Scholar Services—Maureen Pelham, Director

In addition, the University Graduate School (UGS), the Applied Research Center (ARC), the Center for Leadership, FIU Embrace, the Extreme Events Institute (EEI), which includes the International Hurricane Research Center (IHRC), the Center for Leadership, Torrey Pines at FIU, and the National Forensic Science Technology Center at FIU report to the Vice President for Research and Economic Development and the Dean of the University Graduate School.

Research Services

The Research Services group provides comprehensive support services to faculty from identification of grant opportunities to the submission of proposals and award acceptance.

Research Development staff supports the University’s strategic priorities as well as expands and strengthens research and scholarship to discover new knowledge, innovate, and promote interdisciplinary activities. In partnership with FIU’s Faculty Mentoring program, the Research Development Unit provides FIU researchers and scholars with the guidance and tools needed for success in academia and creates a supportive environment for creative and research endeavors. The Office of Research and Economic Development’s efforts seek to increase FIU’s volume of external research funding, elevate the competitiveness of proposals, stimulate multidisciplinary research relationships and foster innovation. Services include a series of capacity-building and support activities geared towards improving the research funding enterprise at FIU. Specifically, the Research Development Unit works with researchers and scholars to identify funding opportunities, form effective and multidisciplinary teams, and support various stages of the proposal preparation process. On-line resources are available to provide assistance to investigators at all stages of their research careers. To achieve its goals, the Research Development Unit provides an array of services, including:

- **Finding Funding**
 - ✓ Enables faculty to create research profiles that generate notifications of funding opportunities <https://spin.infoedglobal.com/Home/SOLRSearch>
 - ✓ Maintains funding opportunities website (<http://research.fiu.edu/funding/#current>) with time-sensitive Calls for Proposals and specialized funding opportunities for early career investigators (<http://research.fiu.edu/funding/early/>) and faculty in the arts, humanities, and social sciences (<http://research.fiu.edu/funding/funding-ahs/>)
 - ✓ Manages limited submission competitions <http://research.fiu.edu/funding/limited-submissions/>

- **Pre-Proposal Preparation**

- ✓ Collaborates with the Faculty Mentoring Program to offer professional development programming to assist research faculty in their efforts to secure tenure and promotion
- ✓ Collaborates with the proposal services unit and research management solutions unit to support interdisciplinary research and networking groups composed of faculty from across the University with similar research interests
- ✓ Promotes cross-college collaboration through a variety of mechanisms, including an internal funding program
- ✓ Fosters multidisciplinary collaborations and the discovery of expertise across the research community with the [Scholars@FIU](#) platform
- ✓ May provide small awards to jumpstart collaborative research projects
- ✓ Provides a large collection of grant writing materials to help researchers in the early stages of their research careers <http://research.fiu.edu/proposal-preparation/online-resources/>
- ✓ Through the generosity of established FIU researchers, shares successful proposals to guide early career and midlevel faculty planning to apply for funding
- ✓ Utilizes a decision tree for gifts, grants and other externally sponsored research activities is available at <http://research.fiu.edu/documents/faqs/documents/research-and-training-process-flow-chart-112116.pdf>

- **Grant Preparation Support Services**

- ✓ Nontechnical grant writing, project management, budget preparation, and resubmission response services are available to faculty by appointment
- ✓ Internal scientific reviews are facilitated for interested faculty
- ✓ External scientific reviews may be organized for investigators on grant proposals

For more information on Research Development, please contact Maureen.Pelham@fiu.edu or call 305-348-0485.

Pre-Award staff assists faculty and their administrators with the proposal submission and award acceptance process as well as other research-related agreement review functions. The Pre-Award unit is composed of the Proposal Services Team and Award Services Team.

The [Proposal Services Team](#) representative will assist you with the submission of your proposal application including:

- Budget development
- Assistance with filling out agency forms
- Assistance with filling out internal submission forms
- Uploading documents into the institution's internal approval system for proposal submissions, the electronic Proposal Routing Approval Form (ePRAF)
- Creating approval routes via the ePRAF to include the relevant departmental chairs and deans
- Reviewing the application for consistency with federal, state and institution regulations as well as sponsor-specific guidelines and requirements
- Submitting all electronic applications via the prescribed submission method (grants.gov, Fastlane, NSPIRES, etc.) or providing you with signed hard copies for paper submissions

All proposals must be routed to ORED with their signed and fully routed ePRAF a **minimum of five (5) business days prior to the sponsor's submission deadline**. If the proposal contains any sub-awards or external consultants, they need to be submitted to ORED with their signed and fully routed ePRAF **at least eight (8) business days** prior to the sponsor's deadline to allow for sufficient review of required sub-award documentation.

Proposals received by ORED with less than eight (8) or five (5) business days (depending on whether sub-awards and external consultants are proposed) will receive a limited review or no review depending on when it is received in ORED and the current workload of the assigned Pre-Award Proposal Coordinator. A proposal that is

submitted without a full review may be withdrawn if it is determined at a later date that there were errors or omissions significant enough to justify the withdrawal.

ORED must receive the following items via the fully signed ePRAF eight (8) business days prior to the sponsor's deadline for projects with sub-awards or external consultants or five (5) business days for projects that do not contain sub-awards or external consultants:

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, and support forms, among others)
5. Sub-awardee Commitment Form and associated statement of work, budget and budget narrative from the proposed sub-awardee

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. Finalized proposal

Additionally, please note that all electronic submissions (i.e., grants.gov, NSF Fastlane, NASA NSPIRES, NIH Assist 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. This applies to all deadlines, even if the sponsor's deadline is after business hours (i.e., an 11:59pm deadline).

The Award Services Team representative will assist you with post application items such as:

- Just-In-Time requests including budget revisions requested in anticipation of an award
- Review and negotiation of award terms and conditions
- Drafting of sub-awards and consulting agreements
- Facilitating assistance with export control related items in coordination with the Office of Compliance
- Non-fiscal sponsor prior approval actions
- No-cost extension Requests
- Review and negotiation of Material Transfer Agreements (MTAs), Non-Disclosure Agreements (NDAs), Data Use Agreements (DUAs) and other research related agreements.

The following email addresses should be used for assistance:

| | |
|---|--|
| Proposal and progress report submissions | preaward@fiu.edu |
| Award Actions | doraward@fiu.edu |
| Outgoing Sub-awards and Consulting Agreements | oredagemnts@fiu.edu |
| MTAs, NDAs, DUAs | oredagemnts@fiu.edu |

For additional information or questions, please contact Robert.Gutierrez@fiu.edu or call 305-348-8312.

Research Management Solutions

The focus of the Research Management Solutions (RMS) group is on serving preeminent and emerging preeminent research centers and faculty in strategic research areas with functions such as finance, purchasing, travel, human resources, facilities, and overall post-award project administration. The RMS team is available to

assist with questions related to project management and can provide support through interaction with other FIU service units. The RMS team is also responsible for providing guidance and coordinating training to research administrators across the University.

RMS provides administrative assistance to faculty and research centers with time sensitive projects. The group assists FIU researchers who are responsible for large research operations by directly assisting in the execution of grants and contracts in areas pertaining to human resources, purchasing, travel and other grant-related activities that require interaction and support from other FIU service units. The goal of this service is to work with the PIs, departments and colleges to assure that unnecessary and avoidable delays do not jeopardize project timelines.

For more information on Research Management Solutions, please contact Regnier.Jurado@fiu.edu or call 305-348-0176.

Innovation and Economic Development

The group encompasses three major initiatives: StartUP FIU, Technology Management and Commercialization and the FIU Changemaker Initiative. All are geared towards promoting economic development for the South Florida community. The Innovation and Economic Development group fosters and supports innovation and entrepreneurship activities at the University as well as within the community. Staff support projects that involve complex industry/university research, technology and IP transfer and commercialization/startups. They also facilitate relationships with industry partnerships.

For more information, please visit our [website](#), contact Emily.Gresham@fiu.edu or call 305-348-0474.

StartUP FIU is a university-wide innovation hub that fosters and develops entrepreneurship and innovation to help our students, researchers, and community connect, contribute to, and thrive in today's fast-changing world. The programs and services are organized into three pillars: Research Commercialization, Student Entrepreneurship, and Economic Development.

Research Commercialization provides faculty and researchers with a full range of programs and services to support their interests to move from bench to market. Student Entrepreneurship serves as a platform and catalyst to teach, incubate, and support graduate and undergraduate students at all stages of entrepreneurial exploration and growth. Economic Development is the external facing, grant-supported pillar that seeks creative ways to leverage the University's strengths and resources to help micro-entrepreneurs in the community grow and prosper. For more information, please visit startup.fiu.edu.

Research Commercialization is responsible for supporting faculty and researchers at any stage of the commercialization spectrum, from the earliest stages of a research idea to translating promising research breakthroughs into promising commercial products.

Formal programs are structured to provide regular, consistent support to reach their commercialization goals. Programs include:

- Faculty Workshops: Series of workshops on various topics including entrepreneurship concepts, emerging technologies, investor trends, and grants strategies for research and commercialization
- Regional and National NSF I-Corps Bootcamp: Bootcamp designed to help faculty and researchers develop a competitive application for regional and national I-Corps Programs
- Support for Federal Innovation/Commercialization Grants: Customized support to help faculty prepare applications for later stage commercialization grants, such as SBIR/STTR, PFI and RAPID

The staff also provide tailored services for specific faculty needs, which include:

- Idea Feasibility Analysis
- Prototype Development
- Impact on Society/Broader Impact Statement Development
- Define Commercial Options
- Commercialization Grant Development
- Connection to Industry/Advisors/Mentors
- Startup Creation Basics
- Business Model Development
- Pitch Competition Preparation
- Investor Preparation

For more information, please contact rhacker@fiu.edu or call 305-348-7156.

Student Entrepreneurship focuses on exposing students to the entrepreneurship skills, tools, and mental frameworks required *both* to adapt and thrive in a fast-changing global landscape while also empowering them to solve the world’s most complex and pressing challenges through entrepreneurship. Faculty participate in a variety of ways including guest lecturing, co-developing curricular and co-curricular activities, and serve as expert advisors and mentors for student projects.

General support for students includes the following programs and activities:

- Sprint-style boot camps to introduce entrepreneurship and innovation basics and move student teams from ideas to action
- Participation in an informal learning community with weekly round-table gatherings and daily exchange of information, resources, and opportunities
- Series of speaker events and workshops to support hard skills and entrepreneurship fundamentals
- Comprehensive support for social entrepreneurship through student competitions including connections to mentors and coaches, pitch practice, and a custom incubator-style program for advancing teams

For more information, please contact apompa@fiu.edu or call 305-348-7156.

FIU Changemaker Initiative is a strategic initiative to serve as an umbrella for social innovation and changemaking programs. As a designated [Ashoka Changemaker Campus](#), FIU is committed to building “Everyone a Changemaker” world, equipping our diverse student body with valuable 21st century skills, empowering them to affect large-scale social impact in their community and abroad.

The FIU Changemaker Initiative staff is responsible for:

- Broadening campus understanding of social innovation and changemaking as part of the Ashoka Changemaker Campus
- Working with faculty and students to develop changemaking initiatives
- Connecting socially minded problem solvers to a network of student, faculty, staff, and partner Changemakers
- Fostering and mobilizing community-based action research to address the 17 U.N. Sustainable Development Goals
- Utilize evaluation and assessment tools to measure impact and inform strategy

For more information, please visit change.fiu.edu, contact Emani.Jerome@fiu.edu or call 305-348-7156.

Technology Management and Commercialization is primarily responsible for promoting an invention culture, receiving and reviewing invention disclosures, managing inventions and the overall patenting process for FIU innovations. The staff manages the evaluation of disclosed technology through assessment of patentability, economic value, and other factors that could affect its commercialization. The staff also handles the negotiations and licensing of FIU innovations. Additionally, they work with the University community to foster collaborations

with industry with particular focus on promoting research, student research opportunities, and economic development.

The Technology Management and Commercialization staff is responsible for the following:

- Receiving and managing invention disclosures from members of the FIU community
- Assisting FIU faculty, staff, and students with all phases of intellectual property protection and commercialization of technology
- Discussing with inventors potential patent filings and matters dealing with patentability
- Evaluating ideas for possible intellectual property protection and marketability
- Discussing with FIU faculty, staff, and students the potential for corporate spinouts of their innovations
- Discussing and assisting with potential licensing opportunities and collaboration
- Managing the filing and prosecution of patent applications
- Handling licensing negotiations and licensing of FIU technology
- Training groups within FIU regarding the different aspects of technology management and commercialization

For more information, please visit our [website](#) or contact pphernan@fiu.edu or call 305-348-3051.

Strategic Planning and Operations

The Strategic Planning and Operations provides a comprehensive support services to faculty for all grant management administration. The group also provides financial analysis for research strategic initiatives.

For more information, please contact Tonja.Moore@fiu.edu or call 305-348-3049.

Post-Award representatives work with the Principal Investigator and their staff to monitor the financial progress of all awards from the initial project set up to the final project closeout. Information on award management is available at <http://research.fiu.edu/award-management/>

The award management site provides information on the following:

- Activating a new award and Project ID
- System access
- Budget
- Deadlines
- Restrictions
- Cost share
- Other special conditions
- Budget exceptions
- Participant payment
- Program income
- Progress reports

A detailed listing of Post-Award staff is available at <http://research.fiu.edu/ored/staff-directory/>. For more information contact Donna.Kiley@fiu.edu or call 305-348-2133.

Budget and Cost Analysis (BCA) staff manages the budget for ORED, UGS and direct report areas. The staff resolves issues pertaining to budget exceptions on grants and activity numbers in research-related IDs; coordinates month and year-end closing procedures; manages the distribution of facilities and administrative (F&A) funds; oversees the development/approval of [recharge centers](#) and associated rates; performs cost analysis; variance analysis, creates and administers non-sponsored project IDs; creates and updates external sponsor information; performs annual reporting to the National Science Foundation on the Higher Education

Research and Development Survey (HERD), and manages the Faculty Research Initiatives Program (FRIP) bonus program. The staff is responsible for reviewing and approving TA's, expense reports, requisitions, un-encumbered payments, smart bills, p-card transactions, etc. for ORED, UGS and direct report areas. BCA processes ad hoc report requests related to operations, budget and financial status, along with regular quarterly reporting responsibilities. They are responsible for the distribution and tracking of the UGS Fellowship stipends, tuition and waivers. BCA also manages the activity in the FIU Research Foundation, which includes royalty distributions related to Intellectual Property Agreements.

The group is also responsible for managing timely reporting of effort for research faculty and staff. Faculty and researchers are required to report the amount of effort they dedicate to research projects every semester. It is essential that salaries charged to sponsored projects are reasonable in relation to the work performed, and that faculty and staff have met their commitments to sponsored projects. FIU utilizes the [ECRT effort reporting system](#) and the Budget and Cost Analysis staff offers one-on-one training, which can be arranged by contacting ecrt@fiu.edu.

For more information, please contact Mirtha.Alberto@fiu.edu or call 305-348-0166.

International Research, Space Optimization & Compliance

The International Research, Space Optimization and Compliance group provides comprehensive support services regarding international projects, compliance with labor laws and currency conversions to dollars, research space optimization, and research compliance. The team maintains inventories of existing FIU research laboratories, high-end equipment, and core facilities. Its staff focuses on several key areas of research support to FIU faculty including facilitating the identification of research laboratories, equipment and core facilities. They work with Facilities Management to help coordinate renovations and other modifications to research space. The group can actively assist with the administrative/operational aspects of off-site facilities, such as acquiring leased space for specific grants.

Research Integrity provides assistance in the following areas of research compliance:

- **Research involving human subjects** (or human subjects' data or biospecimens) requires approval from the Institutional Review Board (IRB) <http://research.fiu.edu/irb/>
- **Research, teaching and training involving animals** (including invertebrates and animal biospecimens) requires approval from the Institutional Animal Care and Use Committee (IACUC) <http://research.fiu.edu/iacuc/>
- **Research involving recombinant DNA** (rDNA) or Synthetic Nucleic Acid Molecules (including the breeding of transgenic animals) requires approval from the Institutional Biosafety Committee (IBC) <http://research.fiu.edu/ibc/>
- **Dual use research of concern** (DURC) activities (research involving certain agents/toxins that involve new technologies or information that has the potential of beneficial or harmful outcomes) requires approval by the Institutional Review Entity (IRE): <http://research.fiu.edu/ire/>
- **Responsible conduct of research** (RCR) training is provided through the CITI Online Training platform and via continuing education RCR workshops: <http://research.fiu.edu/rcr/>
- **Conflict of Interest** (COI) in research often requires a monitoring plan submission and an exemption request submission; requirements are available at <http://research.fiu.edu/coi/>
- **Boating Safety Program** requirements, training, and policies and procedures are available at <http://research.fiu.edu/boating-safety>
- **Diving Safety Program** requirements, training, and policies and procedures are available at <http://research.fiu.edu/diving-safety>

For more information, please contact Christopher.Grayson@fiu.edu or call 305-348-8379

Space Optimization staff manage research space, which includes facilitating the allocation and adaptation of research laboratories, equipment and core facilities. The staff works with Facilities Management and Environmental Health and Safety to coordinate renovations and other modifications to research space. For more information, please contact Luis.Salas@fiu.edu at 305-348-5952, Stephanie.Mitjans@fiu.edu at 305-348-0167.

Research Information Systems

Research Information Systems' (RIS) mission is to strengthen the information technology infrastructure for research and graduate studies processes at FIU. The team provides information technology and information management support to the Office of Research and Economic Development and the University Graduate School. RIS also collaborates with various stakeholders across the University on technology projects affecting the FIU research and graduate studies communities.

Below are some of the solutions that have been implemented and are supported by RIS:

- [Scholars@FIU](#) - A platform for discovering and connecting with FIU's expertise and scholarship. Implemented with extensive collaboration with the [University Libraries](#).
- [PeopleSoft](#) for Research and Graduate Studies administrative processes.
- [InfoED SPIN](#)—A web-based database that contains more than 40,000 opportunities offered by over 10,000 government agencies, philanthropic organizations, and industries across all fields.
- [Topaz Electronic Protocol Application System](#) for IRB, IACUC and IBC processes.
- [ecrt \(Effort Certification and Reporting Technology system\)](#)
- [FIU Research](#) website
- [University Graduate School](#) website
- Research dashboards on accountability.fiu.edu
- [Wellspring Sophia](#) system for intellectual property/technology transfer processes.

For more information about RIS and supported technologies, please visit the [FIU Research website](#) or contact David.Driesbach1@fiu.edu or call 305-348-7256.

Postdoctoral Scholar Services

The [Office of Postdoctoral Scholar Services \(OPSS\)](#) serves as an administrative center for postdoctoral scholars across the University. OPSS strives to foster a robust postdoctoral community; provides opportunities to enhance the postdoctoral experience and future professional success of FIU postdoctoral scholars, and serves as a dedicated resource for postdoctoral scholars, faculty and administrators. OPSS coordinates with the Office of Research and Economic Development (ORED) to support and facilitate postdoctoral scholars' endeavors in pursuing research funding, managing intellectual property and commercialization, and providing general administrative support of research endeavors. For more information, please contact Maureen.Pelham@fiu.edu or call 305-348-0485.

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 & https://scholars.fiu.edu | 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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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. | | |
| 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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