



**Research
& Economic
Development**

2022-2023

Research Guide for Faculty New to FIU



OFFICE OF RESEARCH & ECONOMIC DEVELOPMENT (ORED)
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2022-2023 Research Guide for Faculty New to FIU

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On the cover, from left to right—FIU researchers created the Aerodynamic Mitigation and Power System ([AMPS](#)); FIU researcher is part of team that has developed [new miniature heart](#); FIU partners with local schools to bring [hands-on, at-sea marine science research](#) to middle and high school students; FIU takes the [lead in environmental resilience](#).

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.

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
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

Name	Title	Phone	Email Address
Robert Gutierrez	Associate Vice President for Research Development & Proposal/Award Services	305-348-8312	Robert.gutierrez@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 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

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
 - 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
 - Research Information Systems—David Driesbach, Assistant Vice President
- Research Services—Robert Gutierrez, Associate Vice President
 - Proposal Services—Ludmilla Champagne, Director
 - Award Services—Ana Villafana, Associate Director
 - Research Management Solutions—Regnier Jurado, 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, Director
- International Research, Space Optimization & Compliance—Luis P. Salas, Associate Vice President
 - Laboratory Animal Research—Horatius Vinerean, Attending Veterinarian and Director
 - Research Integrity—Christopher Grayson, Director
- 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, Center for Translational Science, the Adam Smith Center for Economic Freedom, and the Global Forensic and Justice Center report to the Senior 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 [Discovery@FIU](#) platform
 - ✓ Manages competitive small award grant program 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.

Proposal Services 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. Proposal
3. Draft of proposal

4. Routed ePRAF with college and departmental approvals completed
5. Non-programmatic elements of the proposal (biosketches, facilities and resources, and support forms, among others)
6. Sub-awardee Commitment Form and associated statement of work, budget and budget narrative from the proposed sub-awardee
7. Cost Share Form signed by all parties (if required)
8. Direct Charge Exemption Form signed by all parties (if required)

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	oredagremnts@fiu.edu
MTAs, NDAs, DUAs	oredagremnts@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 initiatives 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 offered by StartUP FIU are organized into three pillars: Research Commercialization, Student Entrepreneurship, and StartUP FIU Local.

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. StartUP FIU Local 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 about each of these pillars, please visit startup.fiu.edu.

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

Formally structured programs provide researchers with timely, consistent support that enables them 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 provides tailored services for specific faculty needs, which include:

- Idea Feasibility Analysis
- Prototype Development
- Impact on Society/Broader Impact Statement Development
- Definition of 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 Robert Hacker at 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 serving 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 concepts 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 innovation and entrepreneurship through (i) project- and team-based student competitions centered around the 17 U.N. Sustainable Development Goals, including connections to mentors and coaches, pitch practice, and a custom, incubator-style program for advancing teams, and (ii) dynamic events to broaden student awareness and connect to a network of socially minded problem solvers across campus and community

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

StartUP FIU Local helps community small and micro businesses grow. We offer comprehensive, flexible education tailored to small business entrepreneurs at no cost to them. By leveraging FIU's unique facilities and talent, a robust network of community partners, industry mentors, and a technology platform, we successfully connect busy entrepreneurs to the resources necessary to grow resilient companies.

For more information, please contact Anna Etienne at aetienn@fiu.edu or call 305-348-7156.

Technology Management and Commercialization is primarily responsible for promoting an invention culture throughout campus, 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 industries that have a 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 potential patent filings and matters of patentability with inventors
- 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 Peter Hernandez at 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
- Closeout process
- Award administration forms
- Policies and procedures

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 coordinate with colleges & administrators to resolve 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 eligibility/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), which is instrumental in FIU maintaining the Carnegie "Highest Research Activity" designation. In addition, BCA manages the Faculty Research Initiatives Program (FRIP) bonuses. The team is responsible for reviewing and approving TA's, expense reports, requisitions, un-encumbered payments, smart bills, p-card transactions, payroll/salary actions, 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. BCA 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 BCA staff offers one-on-one or group training, which can be arranged by contacting ecrt@fiu.edu. They also participate in the Monthly Research Administrators Meetings (MRAM) and provide important updates and information that impacts the research community.

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 and data infrastructure for the research and graduate studies communities at Florida International University. The team helps researchers identify solutions for their cyberinfrastructure needs by directing them to available university, state and national resources. The team also leads the implementation of University-wide technology and data initiatives for the Office of Research and Economic Development and University Graduate School.

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

- [Discovery@FIU](#)—A platform for discovering and connecting with FIU's expertise and scholarship

- [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 and/or to request assistance, 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.

2022-2023 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://discovery.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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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

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