FIU | FLORIDA INTERNATIONAL UNIVERSITY

Memorandum

To: University Research Community

From: Roberto M. Gutierrez, Associate Vice President for Research

Re: Electronic Proposal Routing Approval Form (ePRAF) Updates

Date: January 30, 2023

The Office of Research and Economic Development would like to advise the University research community of the following updates to the Electronic Proposal Routing Approval Form (ePRAF).

Community-Engaged Research – CenR
To track and report projects in which members of our faculty are involved in community-engaged research (CEnR), a new question has been added to the ePRAF to track projects being conducted in partnership with patients/clients, health service systems, community-based organizations, or other stakeholder groups. The new question, numbered 43, reads as follows:

"*Does this proposed project involve community-engaged research? (i.e., CEnR - research conducted in partnership with patients/clients, health service systems, community-based organizations, or other stakeholder groups). If yes, please provide details in the comment box. (added on 1/30/23*)."

If you have additional questions about community engaged research projects, please contact the FIU Community-Based Research Institute (CBRI) at 305-348-7001.

Requirements for Safe and Inclusive Working Environments for off-campus or off-site research
As previously [communicated](#) to the University Research Community, the National Science Foundation (NSF) requires institutions to certify at the time of proposal submission that a project-specific plan is in place for each NSF project to address safe and inclusive working environments when engaging in any off-campus or off-site research activities.

To comply with said requirement, a new question has been added to the ePRAF, numbered 44, which reads as follows:

"*Does the proposed project intend to conduct research off-campus or off-site? The NSF defines off-campus or off-site research as those projects where "data/information/samples are being collected off-campus or off-site, such as fieldwork or research activities on vessels and aircrafts". If yes, the PI must upload into the ePRAF a proposal specific Plan for a Safe and Inclusive Working Environment for Off-Campus Research. A template plan is available at https://research.fiu.edu/forms/. If the project is awarded, the Plan should be provided to all personnel on the NSF-funded project prior to departing for off-campus or off-site research activities (added on 1/30/23*)."

If there are any questions regarding these ePRAF enhancements, please feel free to contact your ORED Proposal Services Team representative (http://research.fiu.edu/ored/staff-directory/) for further assistance.