

Memorandum

To: University Research Community

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

Subj.: Electronic Proposal Routing Approval Form (ePRAF) Update

Date: February 13, 2025

The Office of Research and Economic Development would like to advise the university research community of the following Electronic Proposal Routing Approval Form (ePRAF) update that will go into effect on Saturday, February 15th, 2025.

Revised Project Team Table

The project team table in the ePRAF is being updated to allow the collection of personnel proposed effort by budget period. This enhancement will permit the Office of Research and Economic Development to create useful reporting tools to facilitate proposed and awarded effort that can be used by the research community to assist them with current and pending support forms and other just in time requests from sponsors.

The initial employee details screen will permit the capturing of the PI F&A return split amongst project personnel and the subsequent budget period screens will capture the proposed percent effort, whether directly charged or cost shared.

Employee Details Screen

Project Team

Employee Details		Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5		
Empl ID	Employee Name	Employee Role	Home Department	Home Department Description	F and A Share %			
1 1335177	Gutierrez,Roberto M	Principal Investi	124401000	Office of Rsch and Eco Develop	100.00	+	-	

Budget Period Screen

Project Team

Employee Details		Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5		
Employee Name	CY Percent Effort	AY Percent Effort	SMR Percent Effort	Total % Effort	CY Percent Effort Cost Share	AY Percent Effort Cost Share	SMR Percent Effort Cost Share	Total % CS
1 Gutierrez,Roberto M	0.00	10.00	33.00	43.00	0.00	0.00	0.00	0.00

The revised project team table will be required for all proposals routed on our after February 15th, 2025. The ORED Proposal Services Team will assist PIs and College/Departmental Research Administrators as needed as we transition to this enhanced project team table.

If there are any questions related to this ePRAF update, please reach out to Ludmilla Champagne, Senior Director for Proposal Services at preaward@fiu.edu.