

**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: April 27, 2026

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.

New Question 21 – Importation of Research Related Items

This new question has been added to ascertain whether any items or goods will be shipped from an international supplier/collaborator to FIU in furtherance of the proposed project. Information requested includes (but is not limited to) biological samples, chemicals, raw materials, scientific instruments, equipment or components.

This information is required to determine whether the University needs to engage its authorized Customs Broker to facilitate the U.S. Customs entry of the item and/or to verify whether an Import Permit (e.g., USDA/APHIS, CDC, NRC, or EPA) is required before FIU can receive the items being shipped.

Questions regarding the importation of research related items can be directed to [export@fiu.edu](mailto:export@fiu.edu).

If there are any questions related to these ePRAF updates, please reach out [preaward@fiu.edu](mailto:preaward@fiu.edu).