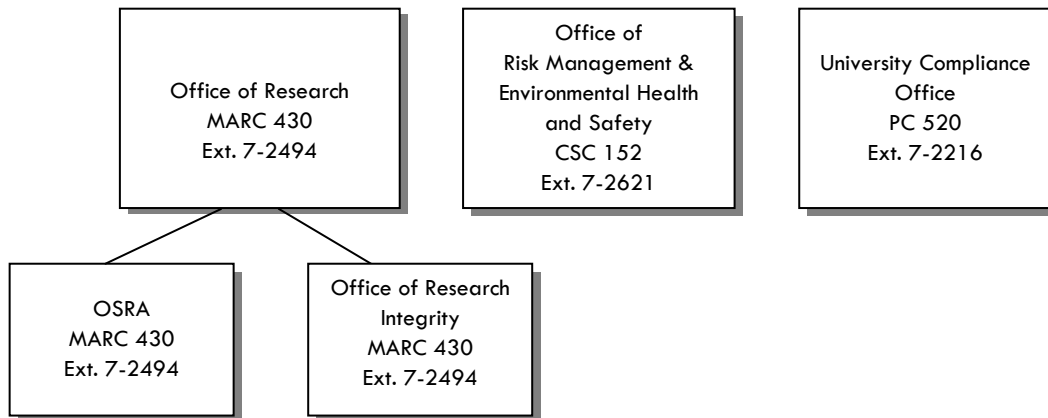


# Research

## I. Abstract

All research conducted at Florida International University must comply with applicable federal and state laws, regulations and guidelines and University policies. Faculty members who wish to conduct research at Florida International University are directed to contact the Office of Sponsored Research Administration in the Office of Research in order to obtain guidance regarding the proposal development and submission process and the grants management process.

## II. Helpful Contact Information



## III. Rules of the Road

- a. The Office of Sponsored Research Administration (OSRA) in the Office of Research is the central clearinghouse for all proposals and awards for externally funded projects at FIU. OSRA is located in MARC 430 and its Web site is [www.osra.fiu.edu](http://www.osra.fiu.edu). The OSRA Web site contains forms, FAQs, staff contacts, guidelines and other useful information.
- b. Other units with the Office of Research are the Office of Intellectual Property Management, which administers all inventions developed at FIU, and the Office of Research Integrity, responsible for research compliance, including the Institutional Review Board (IRB) for the use of human subjects, the Institutional Animal Use and Care Committee (IACUC) for the use of animal subjects and the Institutional Biosafety Committee (IBC) for the use of recombinant DNA.
- c. All research projects at FIU which seek to use human subjects, animal subjects or recombinant DNA must obtain IRB, IACUC or IBC prior written approval, as applicable, before the research begins. The Administrative Officer overseeing the Office of Research

# Research

Integrity is Jonathan Tubman, Associate Vice President. Christopher Grayson, Assistant Director, coordinates the meetings and activities of the IRB, IACUC and IBC.

- d. Laboratory safety and other environmental compliance matters are administered by the Department of Risk Management and Environmental Health and Safety, whose Web site is <http://www.fiu.edu/orgs/ehs/>. Faculty should contact that Department to ensure that laboratories are compliant before research is begun.
- e. All University policies and procedures, including all policies and procedures of all units of the Office of Research are housed in the University Policies and Procedures Library on the Office of Compliance Web site at <http://policies.fiu.edu/>. Policies for the Office of Research are divided into the following four (4) sections and are available at: [http://policies.fiu.edu/browse.php?l=university\\_area&t=1&letter=26](http://policies.fiu.edu/browse.php?l=university_area&t=1&letter=26)
  - i. Part A-OSRA (Pre-Award and Award) which includes, without limitation policies on:
    - 1. Approvals Required on Internal Clearance Form Prior to Proposal Submission to OSRA
    - 2. Charging General Administrative and Clerical Costs on Federally Sponsored Projects
    - 3. Consultant Services on Sponsored Projects Proposal
    - 4. Cost Sharing in Sponsored Projects Proposal
    - 5. Deadlines for Proposal Submissions for OSRA Review
  - ii. Part B-OSRA (Post-Award) which includes, without limitation, policies on:
    - 1. Budget Transfers on Sponsored Projects
    - 2. Close out of Sponsored Projects
    - 3. Cost and Payroll Transfers on Sponsored Projects
    - 4. Cost Sharing Tracking on Sponsored Project Awards
    - 5. Effort Reporting and Certification
  - iii. Part C-Office of Research Integrity which includes, without limitation, policies on:
    - 1. Animal Subjects Approval Prior to Award Processing
    - 2. Export Controls
    - 3. Human Subjects Approval Prior to Award Processing
    - 4. Please note that the Standard Operating Procedures for the FIU Institutional Review Board may be obtained by contacting Christopher Grayson, Assistant Director, OSRA
  - iv. Part D-Office of Intellectual Property Management which includes the University's Policy on Inventions and Patents.
- f. Through OSRA's Web site, faculty members and researchers may access three (3) handbooks that address significant issues in the research proposal process. These handbooks consist of:
  - i. Proposal Preparation Handbook available at [http://osra.fiu.edu/guidance/OSRA\\_PROPOSAL\\_PREP\\_Handbook\\_080906.doc](http://osra.fiu.edu/guidance/OSRA_PROPOSAL_PREP_Handbook_080906.doc)

# Research

- ii. OSRA Overview of Sponsored Project Responsibilities available at <http://osra.fiu.edu/guidance/Overview%20spons%20proj%20responsibilities%20090706.doc>
  - iii. Foreign Project Handbook available at <http://www.osra.fiu.edu/Webpage%20Layout/downloads/Foreign%20Project%20Guide%20080206.doc>
- g. OSRA provides periodic training sessions to the University community on matters related to sponsored research including a Grants Administration Workshop which provides comprehensive training on a variety of sponsored research topics including preparation and review of proposals, negotiation and acceptance of awards, and financial and administrative management, closeout and audit. Training sessions on compliance matters, including IRB and IACUC requirements, are also periodically offered. Please check the OSRA Web site at <http://osra.fiu.edu/training/index.html> and the University-wide email for information on upcoming training dates. Specific training sessions may be found at <http://osra.fiu.edu/training/trainingDates.html>.