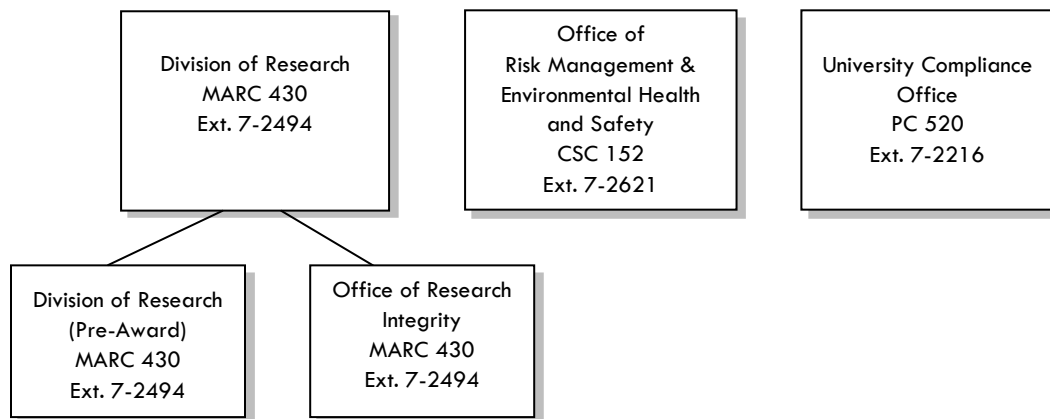


Research

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 Division 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. Research administration at Florida International University is managed by the Division of Research (DOR), which is the central clearinghouse for all proposals and awards for externally funded projects at FIU. The DOR is located in MARC 430 and its website is <http://research.fiu.edu>. The DOR website contains forms, FAQs, staff contacts, guidelines and other useful information.
- b. Other units within the Division of Research include:
 - **Office of Research Development (ORD)** is a service unit of the Division of Research. The mission of the ORD is to engage FIU researchers in the development of interdisciplinary research, and to support the research needs of faculty, postdoctoral fellows, and students. The Office provides an array of services ranging from one-to-one consultation, to the

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coordination of University-wide seminars and training workshops. Other services include:

- Providing internal funding mechanisms such as bridge funding, new researcher awards, and others that help expand research capabilities and opportunities throughout the University;
 - Advising interdisciplinary research teams on proposal development strategies;
 - Maintaining research space, including allocating space and upgrading existing facilities;
 - Coordinating with the colleges to accommodate new faculty hires and assisting in their transition to the FIU systems.
- **Office of Sponsored Research Administration** consisting of Pre-Award, Post-Award and Research Decision Support.
 - **Pre-Award** personnel provide training and expertise designed to better acquaint the University community with the tools and resources available to identify funding opportunities, and successfully prepare a winning proposal according to sponsor guidelines and legal and regulatory requirements. If a proposal is awarded by the sponsor, Pre-Award negotiates and executes the award with the sponsor and works with Post Award to authorize the establishment of the award for the project and have a Project ID processed so that the Principal Investigator may begin the project. Once the Project ID is issued, the fiscal administration of the project is managed by Post-Award. Pre-Award also assists with several post award items such as the preparation of sub awards, consulting agreements, certain prior approval requests and no cost extensions.
 - **Post-Award** works with the Principal Investigator and his/her staff to monitor the financial aspects of all awards from the initial project set up to the final project close-out. This includes all financial reporting, invoicing and collections along with approvals of various expenditures and budget modifications.
 - **Office of Budget & Cost Analysis** manages the budget for the Division of Research, as well as the budget exception process for research funds, and has oversight for department IDs assigned to research funds. The office negotiates new facilities and administrative (F&A) rates, as well as the distribution of the F&A to colleges/departments. The office is responsible for the approval and monitoring of research service centers and performing cost analysis for the Division of Research. The office provides administrative support to the FIU Research Foundation.
 - **Research Decision Support** provides internal consultative support to the Division of Research in matters relating to technology and business process optimization. The team has a high degree of technical expertise in Research Information Systems as well as extensive experience providing decision and implementation support for key projects affecting the Division of Research.

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- **Office of Research Integrity** is committed to setting the highest standards of quality research and continued success by developing, implementing, and evaluating operational policies and procedures related to human subject protection, animal welfare, research safety, research misconduct, export controls and recombinant DNA.
 - **Office of Technology Management and Commercialization** is primarily responsible for management of disclosures, inventions, and patenting. The office also manages the evaluation of disclosed technology, through assessment of patentability, economic value, and other factors that could affect its commercialization. Copyright issues are primarily handled through the Office of the Provost.
- 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 Director of the Office of Research Integrity is Christopher Grayson, who is responsible for the oversight and coordination in the meetings and activities of the IRB, IACUC and IBC.
- d. Laboratory safety and other environmental compliance matters are administered by the Department of Environmental Health and Safety, whose website is <http://www2.fiu.edu/~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 Division of Research are housed in the University Policies and Procedures Library on the University Compliance Office website at <http://policies.fiu.edu/>. Policies for the Division 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
- i. Part A-DOR (Pre-Award and Award) which includes, without limitation policies on:
 1. Approvals Required on Electronic Proposal Routing Approval Form (f/k/a Internal Clearance Form) Prior to Proposal Submission to Division of Research
 2. Charging General Administrative and Clerical Costs on Federally Sponsored Projects
 3. Consultant Services on Sponsored Projects Proposal
 4. Cost Sharing in Sponsored Projects
 5. Deadlines for Proposal Submissions for Division of Research Review
 - ii. Part B-DOR (Post-Award) which includes, without limitation, policies on:
 1. Budget Modifications on Sponsored Projects
 2. Close out of Sponsored Projects

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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 (Please note that the Standard Operating Procedures for the FIU Institutional Review Board may be obtained by contacting Christopher Grayson, Director, Office of Research Integrity, DOR)
- iv. Part D-Office of Technology Management and Commercialization which includes the University's Policy on Inventions and Patents.
- f. The Division of Research provides regular training sessions to the University community on matters related to sponsored research including a Research Administrator's Certificate Course 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. In-person training sessions on compliance matters, including IRB and IACUC requirements, are also periodically offered. In addition, many required trainings are offered through the Collaborative Institutional Training Initiative ("CITI") to which the University subscribes.

Please visit the Division of Research website at <http://research.fiu.edu/training/trainingCourses.html> for online training opportunities.