Electronic Proposal Routing Approval Form (ePRAF):

***This form serves to collect information to draft/route an ePRAF

in PeopleSoft on your behalf***

The PeopleSoft ePRAF is the official institutional record of your responses.

1. *Proposal Title:*
2. *Project Start Date:*
3. *Project End Date:*
4. *Location of Project (Office or Lab Room #):*
5. *Name of Sponsor:*
6. *Funding Opportunity Number:*
7. *Grant Type:* Choose an item.
8. *Is this related to COVID-19?* Choose an item.
9. *Center and Institutes: If this proposal is associated with a Center or Institute, please enter it below. If no response is provided this project will default to the PI's Home Department for account setup and reporting purposes:*

10. *If this proposal is associated with a Preeminent or Emerging Preeminent program, please enter it below. This field may be left blank if this proposal is not associated with a Preeminent or Emerging Preeminent program.* Choose an item.*:*

11. *Project Team F&A Share % Distribution of PI's F&A return:*

Name	Project Role	F&A Share % *
	Choose an item.	
	Choose an item.	
	Choose an item.	
	Choose an item.	
	Choose an item.	

This is the PI's Facilities & Administrative (F&A) return that will be shared among the project team members.

*Layman's Proposal Description (up to 4,000 characters). Provide a brief description geared towards the general public about your proposed project.			
	Main Section		**Comment(s)**
1.	Does the agency forbid Facilities and Administrative (F&A) Costs? If so, please check 'Yes' and attach documentation.	**Choose an item.**	
2.	Is this proposal a result of a previously executed Non Disclosure Agreement or Teaming Agreement?	**Choose an item.**	

3.	Will this proposal span across multiple colleges? If so, please check 'Yes' and indicate F&A percentage split between colleges in the comment box.	**Choose an item.**	
4.	If funded, would you permit the Office of Research & Economic Development to include your proposal as part of the successful proposal collection? The proposal collection is used as a reference for other faculty members interested in pursuing external funding. (Note: The file will be password protected so only FIU faculty can access the information.)	**Choose an item.**	
5.	If this project is funded would you be willing to provide research opportunities to undergraduate students? If yes please indicate in the comment box whether such opportunities would be paid or unpaid.	**Choose an item.**	
6.	Did you disclose on the sponsor's current and pending support form (or similar other form which may be required by the sponsor) all financial resources, whether federal, non-federal, foreign, commercial or institutional, available or to be provided in direct support of project personnel's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards?	**Choose an item.**	
	Safety Assurance		**Comment(s)**
7.	Does this project involve any of the following? (1) Hazardous Chemicals/Nanomaterials (2) Biohazard/Biomedical Materials or Waste (3) Medical Surveillance (4) Explosives/Carcinogens (5) Research Diving/Boating (6) Select Agents (7) Radioactive Materials (8) Lasers (9) Controlled Substances (10) Environmental Permits and/or Licenses If 'Yes', please provide brief description in the comment box.	**Choose an item.**	
	Research Compliance		**Comment(s)**
8.	Human Subjects: Is IRB approval necessary for the work on this project? (refer to the "Determining if IRB Review is Needed" at http://research.fiu.edu/irb/determine-irb-review to determine if your project requires IRB approval). If yes then please note that approval will need to be in place before award can be released. Please note if your research will involve any interaction with vulnerable populations (these groups, as outlined in 45 CFR 46.111(b) are children, wards of the state, prisoners, pregnant women and fetuses, persons who are mentally disabled or otherwise cognitively impaired, and economically or educationally disadvantaged persons) then please specify in the comment box.	**Choose an item.**	
9.	Will this be an HHS funded study that involves cooperative human subject research (i.e., more than one collaborating institution/site)? If yes, all institutions that are engaged in conducting research with human subjects will need to use a Single IRB. More information: http://research.fiu.edu/irb/single-irb/	**Choose an item.**	
10.	Animal Use: Is IACUC approval necessary for the work on this project? (refer to "Animal Care and Use Policy" at http://research.fiu.edu/iacuc/obtaining-approval to determine if your project requires IACUC approval). If yes then please note that approval will need to be in place before award can be released	**Choose an item.**	

11.	Recombinant or Synthetic Nucleic Acid (i.e., transgenic, targeted mutant, etc): Is IBC approval necessary for the work on this project? (refer to the IBC's webpage to http://research.fiu.edu/ibc/required-approval to determine if your project requires IBC approval). If yes, please note that approval will need to be in place before award can be released	**Choose an item.**	
12.	Dual Use Research of Concern (DURC): Is IRE approval necessary for the work on this project? (refer to "IRE Assessment Process" at https://research.fiu.edu/ire/ to determine if this project requires IRE approval). If yes, then please note that approval will need to be in place before award can be released.	**Choose an item.**	
	Export Controls		**Comment(s)**
13.	Will you hire personnel outside the United States? If 'Yes', please explain the types of employees, their levels of effort, nation of citizenship and country of employment	**Choose an item.**	
14.	Do you intend to have subcontractors operating in foreign countries?	**Choose an item.**	
15.	Will any part of this project involve work outside the United States? If 'Yes', please identify countries.	**Choose an item.**	
16.	Do you intend to make any payments to persons or organizations in a foreign country? If 'Yes', are any of those proposed payments to a foreign government entity or foreign government official or representative?	**Choose an item.**	
17.	Will you seek to export or take any equipment, technology or non-published written know-how to any foreign country? If 'Yes', please identify countries and the equipment, technology or written know-how. Note that if the only matter to be exported is information that is already in the public domain/published or written information that is the result of fundamental research (i.e., that can be freely published), you should answer 'no' to this question.	**Choose an item.**	
18.	Will this project require restriction on open sharing of information, limitation of project personnel to US citizenship or US permanent residents or any security classification? If 'Yes', please identify in the comment box.	**Choose an item.**	
19.	Do you currently have any affiliations (whether paid or unpaid and even if described as honorary or adjunct) with foreign entities or foreign governments, including any foreign talent recruitment programs (see ORED webpage, Guidance Regarding Foreign Influence and Research, for the definition of foreign talent recruitment program.)? If yes, please provide additional details in the comment box. (revised on 04/01/24)	**Choose an item.**	
20.	As part of this project will the sponsor be providing any information under a non-disclosure agreement (NDA) (or other confidentiality agreement) which is both proprietary and export controlled, or which you believe will require federal data security requirements (e.g. NIST 800-171 controlled unclassified information)? If yes, please provide additional details in the comment box.	**Choose an item.**	

	Compliance Commitment		Comment(s)
21.	Have all Employees on this proposal completed their outside activities and financial interests disclosure form via the HR electronic disclosure portal pursuant to the FIU Conflict of Interest in Research policy #2370.005? An 'Employee' includes all Key Personnel listed on this ePRAF and anyone engaged in or responsible for the design, conduct or reporting of the proposed research. Disclosure is required by September 30th annually and also within 30 days of acquiring any new outside activity or financial interest, including any Significant Financial Interests. Please see the FIU Conflict of Interest in Research policy #2370.005 for more details	**Choose an item.**	
22.	Is there any conflict of interest in relation to this proposed project for any Employee who will be working on this project? If 'Yes', ORED may require further information and if the project is awarded, a management plan may be required to manage, reduce or eliminate the conflict of interest.	**Choose an item.**	
23.	In order to comply with the requirements of Florida Statute Section 1012.977 each Employee on this proposal must complete the Award Action Report of Conflict of Interests of Employees Engaged in Sponsored Research Activities form on the ORED website at http://research.fiu.edu/forms/] and submit those forms to ORED as requested at award action stage. You are reminded that, pursuant to Conflict of Interest in Research policy #2370.005, you must report any newly acquired outside activity or financial interest, including any Significant Financial Interests within 30 days. As PI, do you acknowledge that you will ensure that the Award Action Report of Conflict of Interests of Employees Engaged in Sponsored Research Activities form is provided to ORED for each employee engaged in research on this project at award action stage? (Revised 06/03/21)	**Choose an item.**	
24.	Has any lobbying been done relating to this proposal?	**Choose an item.**	
25.	Will anyone working on the project for FIU be permitted access to Florida public school grounds when Florida public school students are present OR have direct contact with Florida public school students OR have access to or control of Florida public school funds? If 'Yes', such person(s) must undergo Level 2 background screening as required by Florida law to work on the project.	**Choose an item.**	
26.	Will the proposed project involve any collaboration with Miami-Dade County Public Schools (MDCPS)? Please note if a letter from MDCPS is required please follow the process outlined at https://research.fiu.edu/documents/forms/proposal-preparation/MDCPS-Letter-of-Support-Guidance.pdf	**Choose an item.**	
27.	Will the proposed project involve or potentially involve classified or sensitive research?	**Choose an item.**	
28.	Will the proposed project involve or potentially involve sensitive data (i.e. Protected Health Information, Controlled Unclassified Information, Personally Identifiable Information)?	**Choose an item.**	
29.	Does a "relationship" as defined in the Office of Research & Economic Development Nepotism Policy exist among any project staff OR any project staff and other University employee(s)? If 'Yes' and project is awarded, PI will be required to complete the form found on the Nepotism Policy and provide copy of approved form to Office of Research & Economic Development before the award may be released.	**Choose an item.**	

30.	Will this project require additional Insurance Coverage (equipment, foreign travel, etc)?	Choose an item.	
31.	Is a Subcontract to another organization planned? If 'Yes', please attach a letter of collaboration and budget endorsed by an official of that organization for EACH subcontract.	Choose an item.	
32.	Is Cost Sharing required? If 'Yes', please complete the Cost Sharing Form available at https://research.fiu.edu/forms/	Choose an item.	
33.	Is this submission to a State University System of Florida Board of Governors (BOG) defined high value faculty award or fellowship program (list available at http://research.fiu.edu/ored/high-value-faculty-awards-and-fellowships/)?	Choose an item.	
34.	Is this project a clinical trial? If "Yes" and if you are submitting an application to an agency other than NIH, please attach the ePRAF Clinical Trials Form for Non-NIH Applications available at http://research.fiu.edu/documents/forms/proposal-preparation/ePRAF_Attachment_for_Non-NIH_Clinical_Trials_Proposal.docx. Please note that the NIH requires all staff involved in the conduct, oversight and management of NIH funded clinical trials to receive Good Clinical Practice (GCP) training. Additional details on CITI based GCP training to meet this NIH requirement is available at http://research.fiu.edu/irb/training-requirements/.	Choose an item.	
35.	Is this proposal being submitted to another sponsor? If 'Yes', please indicate which sponsor.	Choose an item.	
36.	Does the proposed project contain funding for graduate student's research assistantships?	Choose an item.	
37.	Does the proposed project contain funding for graduate student's tuition?	Choose an item.	
38.	Is this proposal being submitted as an external fellowship request for a graduate student? ? If 'Yes', please submit the External Fellowship Information Form to the University Graduate School, available at https://fiu.qualtrics.com/jfe/form/SV_ey6r8fC2bukU3uS. If yes please be sure to select "STUDENT fellowship" as grant type on this submission. (added 7/7/21)	Choose an item.	
39.	Will the proposed application request funds towards the acquisition or development of shared research instrumentation with an acquisition value greater than $25,000?	Choose an item.	
40.	Do the research activities in your proposed application need computational computing resources (HPC, visualization, GPU processing)? If the answer to this question is yes, please visit https://ircc.fiu.edu/research/ for additional details.	Choose an item.	
41.	Do you anticipate that the research proposed in this project will lead to commercialization activities or industry collaboration? If so please provide additional details in the comment box.	Choose an item.	

42.	Does this project involve collaboration with StartUP FIU or the Office of Technology Management and Commercialization?	**Choose an item.**	
43.	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).	**Choose an item.**	
44.	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 aircraft". If yes then 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).	**Choose an item.**	
45.	If this proposal is being submitted to the National Science Foundation (NSF), have all listed personnel in the proposal taken the NSF mandated Responsible and Ethical Conduct of Research (RECR) training course? If not all personnel listed in this proposal must take the RECR course within 60 days of submitting this proposal. If proof of successful course completion is not provided by award stage for all personnel listed on this application any resulting award will be placed on hold until RECR requirements are met. If this proposal is not being submitted to the NSF a "no" response with an "n/a" comment is acceptable. The RECR course is available at https://about.citiprogram.org/course/responsible-conduct-of-research-basic/. (added 07/03/23).	**Choose an item.**	
46.	Will this proposal include any support for NSF sponsored conferences? If yes the PI must adhere to the NSF Special Conditions for Conference awards available at https://www.nsf.gov/awards/managing/special_conditions.jsp. This includes providing to all participants a code of conduct prior to the event. Please visit https://research.fiu.edu/discrimination-harassment-and-sexual-misconduct/#nsf for further details.(added 04/01/24).		
47.	Does the project require the use or acquisition of an Unmanned Aerial Systems (UAS)/drone? If yes, a review of the intended UAS usage will be conducted at award stage in accordance to the State of Florida Cybersecurity Standards 60GG-2. (added 04/01/24.)		

Space Required		**Comment(s)**
1.	Will this project use any Off-Campus Facilities or Site?	**Choose an item.**	
2.	Will more than 50% of FIU's proposed work be conducted/located Off-Campus?	**Choose an item.**	
3.	Do you or someone related to the project have access to all the project space required?	**Choose an item.**	

Additional Space Required

If the project will require additional space not specified above, please provide a brief description of the additional space required below. Pertinent information includes what space will be used for (Office, Lab, Classroom, etc), square footage required and any special equipment/installations required (fume hoods, special exhaust, 220 volt outlets, etc) at the location. Please note that arrangements for Additional Space need to be made with and approved by the Dean or Unit Head and the Vice President for Research.
Comment(s):