



Approvals Required On Electronic Proposal Routing Approval Form (ePRAF) Prior To Proposal Submission To Office Of Research And Economic Development # 2320.001

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
February 11, 2004	March 26, 2021	Office of Research and Economic Development

POLICY STATEMENT
All required signatures and approvals must be obtained on the ePRAF prior to submission of the proposal to ORED for review.

SCOPE
University Community (faculty, staff and students)

REASON FOR POLICY
To ensure that all required University supervisory and departmental approvals have been obtained for the proposed project prior to ORED review.

DEFINITIONS	
TERM	DEFINITIONS
ePRAF	"ePRAF" is the Office of Research and Economic Development Electronic Proposal Routing Approval Form.
ORED	"ORED" is the Florida International University Office of Research and Economic Development.
PI	"PI" is the principal investigator.

ROLES AND RESPONSIBILITIES
PI- route the complete proposal package to all required signatories of the ePRAF with sufficient advance time for their substantive review of the proposal and obtain all required signatures on the ePRAF prior to submission of the proposal package to ORED.



Chairs, Deans, Center/Institute Directors - review proposals submitted by PIs or Co-PIs for the items within their purview and confer with the PI or Co-PI, as appropriate, regarding the proposal. If the proposal is approved, sign the ePRAF as evidence of the same.

Pre-Award - timely review complete proposal packages submitted and confer with PIs regarding revisions required. Once proposal is approved by all required signatories and ORED, sign the ePRAF as evidence of approval of the proposal, and advise the PI of the proposals' approval so that it may be submitted to the sponsor.

RELATED RESOURCES

ORED Policy - Deadlines for Proposal Submissions for ORED Approval
ORED Policy - ORED Prior Approval of Sponsored Project Proposals

CONTACTS

Office of Research and Economic Development
Florida International University
11200 S.W. Eighth Street - MARC 430
Miami, Florida 33199
Telephone: (305) 348-2494

HISTORY

Initial Effective Date: Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION; Effective Date: February 11, 2004

Review Dates (*review performed, no updates*): January 12 2024

Revision Dates (*updates made to document*): October 4, 2012. [This last revision was non-substantive in nature: all references to the "Internal Clearance Form" in the policy document were revised to reflect that the form is now known as the "Electronic Proposal Routing Approval Form (ePRAF)"]; March 26, 2021



Approvals Required On Electronic Proposal Routing Approval Form (ePRAF) Prior To Proposal Submission To Office Of Research And Economic Development # 2320.001a

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PROCEDURE STATEMENT

The PI is responsible for ensuring that all required signatures are obtained on the ePRAF and that the proposal package is complete prior to submission of the same to ORED. The PI must complete an ePRAF for each proposal and route the ePRAF, together with the complete proposal, to the PI's and Co-PI's chairs/center directors and deans for review. If the proposal is approved, each such person must sign the ePRAF to evidence that approval. The ePRAF describes what each signatory to the form is approving in the proposal.

The PI must ensure that the routing of the ePRAF and proposal to all required signatories is done on a schedule that allows each individual to properly review the proposal prior to signature and allows the complete and signed proposal to be timely provided to ORED.