



Nepotism in Research # 2320.060

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
February 11, 2004	March 29, 2021	Office of Research and Economic Development

POLICY STATEMENT

All University nepotism approvals must be in place prior to any related persons beginning work on a sponsored project.

SCOPE

University Community (faculty, staff and students)

REASON FOR POLICY

All University nepotism approvals must be in place prior to any related persons beginning work on a sponsored project.

DEFINITIONS	
TERM	DEFINITIONS
"Line of authority"	"Line of authority" is defined as "authority extending vertically through one or more organizational levels of supervision or management."
ORED	"ORED" is the Florida International University Office of Research and Economic Development.
"Related Persons"	individuals related by blood, marriage, adoption [e.g. father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister; a person a public employee intends to marry, or with whom the public employee intends to form a household, or any other person having the same legal residence as the public employee; domestic partners, dating, or other personal relationship in which objectivity might be impaired].



ROLES AND RESPONSIBILITIES

N/A

RELATED RESOURCES

FIU Human Resources Nepotism Policies (please see policy applicable to employee’s employment status)

FIU Human Resources Guidelines for Hiring Related Individuals

CONTACTS

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HISTORY

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

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): January 24, 2011 and 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 29, 2021



Neptotism in Research # 2320.060a

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PROCEDURE STATEMENT

The PI must state on the Electronic Proposal Routing Approval Form (ePRAF) if any personnel to be working on the sponsored project is/are related to the PI or to each other or to any other University employee(s), as defined in the Human Resources Nepotism Policy. If it is desired to add related personnel to a sponsored project after the proposal has been processed through Pre-Award, the PI must advise Pre-Award in writing as soon as possible once the PI determines that he/she wishes to add the related personnel to the project.

The Human Resources Nepotism Policy provides that “related persons” should not be employed in a department or unit, which will result in a subordinate-supervisor relationship between such individuals through any “line of authority.” “Line of authority” and “Related Persons” are defined above.

Because the PI of a project is the “supervisor” of all project personnel for purposes of that project, the University’s nepotism policy must be followed to ensure the propriety of project staffing. Accordingly, prior to ORED’s award of any sponsored project in which a nepotism relationship exists between or among any project staff or between any project staff and other University employee(s), the Nepotism Disclosure Form found on the Human Resources Forms Library must be completed explaining the nepotism relationship as it pertains to the sponsored project, and the project staffing must be approved by ORED and Division of Human Resources. Thus, if a proposal discloses a nepotism relationship, the approval process may not be required at proposal time, but must be completed before the related personnel begin working on the project, if the project is awarded. If the PI seeks to add any related personnel to a sponsored project that has already been awarded by ORED, then the PI must complete the Nepotism Disclosure Form and provide the same to Pre-Award for review. Both ORED and Division of Human Resources must approve the addition of the related personnel to the project by signing the Nepotism Disclosure Form before the related personnel may begin work on the project.

If deemed necessary by ORED, in conjunction with the Division of Human Resources, may impose conditions upon the supervisory relationship of the related persons on the sponsored project and such conditions shall be reflected on the Nepotism Disclosure Form. The PI must ensure adherence to any conditions imposed by ORED on the Nepotism Disclosure Form. Further, ORED retains the right to refuse to allow the related person(s) to work on the same sponsored project if, as relates to the conduct of the project, there is a potential conflict of interest or a situation exists that may create an adverse impact on supervision, safety, security, or morale.