



**Identification of Special Handling Requirements for Proposal
2320.045**

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

All special handling requirements for the proposal must be identified on the Electronic Proposal Routing Approval Form (ePRAF) submitted to Pre-Award for proposal review.

SCOPE

University Community (faculty, staff and students)

REASON FOR POLICY

Any special handling requirements related to the project must be identified on the ePRAF to efficiently route the proposal through the University approval process and to ensure compliance with all applicable regulations and policies.

DEFINITIONS	
TERM	DEFINITIONS
"IACUC"	"IACUC" is the Florida International University Institutional Animal Care and Use Committee.
"IRB"	"IRB" is the Florida International University Institutional Review Board.
ORED	"ORED" is the Florida International University Office of Research and Economic Development.
PI	"PI" is the principal investigator.

ROLES AND RESPONSIBILITIES

N/A



RELATED RESOURCES

ORED Policy - Animal Subjects Approval Prior to Award Processing
ORED Policy - Conflict of Interest in Sponsored Research
ORED Policy - Deadlines for Proposal Submissions for ORED Approval
ORED Policy - Export Controls
ORED Policy - Human Subjects Approval Prior to Award Processing
ORED Policy - Nepotism in Research Policy

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; Effective Date: February 11, 2004

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

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 29, 2021



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PROCEDURE STATEMENT

The PI must note on the ePRAF any special requirements related to the project so that the proposal may be processed through the University approval process efficiently and to ensure compliance. These special requirements are:

1. Any Potential Conflict of Interest. The Investigator must indicate on the ePRAF if there is any potential conflict of interest related to the proposed project. If there is a potential conflict of interest, the FIU personnel with the potential conflict of interest must complete the Outside Activity and Financial Interest Report Form further detailing the potential conflict of interest. The forms provide the routing and signatures that are required before the project may proceed. See ORED Conflict of Interest in Sponsored Research Policy.
2. Nepotism. See ORED Nepotism in Research Policy.
3. Human Subjects. If human subjects are to be used in the proposed project, approval of the research protocol is required by the Florida International University IRB. However, many agencies do not require this approval at the time of proposal, but rather at the time of award.
4. Animal Subjects. If animal subjects are to be used in the proposed project, approval of the research protocol is required by the Florida International University IACUC. However, many agencies do not require this approval at the time of proposal, but rather at the time of award.
5. Biohazards or other environmental or safety health issues. If the proposed project will involve any environmental, safety or health issues (radioactive materials or radiation producing devices, hazardous materials (i.e. explosives, carcinogens, select agents or toxic materials that require medical surveillance or DEA controlled substances), the PI must indicate on the ePRAF so that ORED may route the proposal to the FIU Environmental Health and Safety and Risk Management Services Department to ensure proper monitoring if awarded. If the proposed project is to include items that

have environmental, health or safety concerns, the PI should consult the requirements set forth on the EH &S website to assure that safety considerations are addressed and accounted for as part of the planning process. If the proposal requires the execution of a certification regarding environmental compliance, it may be necessary for EH&S to execute such certification as part of the proposal process depending on what certifications are being requested. If that is the case, Pre-Award will advise the PI during ORED's proposal review. PIs are therefore advised to contact EH&S as early as possible during the proposal writing process to discuss the environmental issues.

6. **Diving.** If the proposal will involve diving, the PI must indicate on the ePRAF. ORED will forward the proposal if awarded to the Dive Safety Officer to ensure that the diving will be conducted in accordance with applicable rules, regulations, laws, policies and procedures regarding diving safety.
7. **Additional Insurance Needs.** If the PI believes that insurance, in addition to that already covering the University, may be needed for the project, he/she must indicate this on the ePRAF. The PI needs to contact the Analysis, Assessment, and Risk Management Department (AARM) to ascertain if the additional insurance may be purchased, as well as, to obtain a quote. This amount should be included as a direct cost to the proposal budget if permitted by the sponsor guidelines. Note that AARM may require some lead time to obtain quotes so the PI should contact EH&S as soon as possible.
8. **Additional Research Space Needs.** If the PI anticipates that research space, additional to that already assigned for the PI's use, will be needed for the project, then the PI must indicate this on the ePRAF by including an estimate as to how much additional space will be needed. ORED has the final responsibility and authority for determining if additional research space will be available and for assigning such research space.
9. **Export Control.** See Export Controls Policy.