



Sponsored Award Project Set-Up #2320.090

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

ORED shall set up in the PeopleSoft Financial System new sponsored project awards, continuations, supplements or modifications only when all required documentation has been received and approved by ORED. ORED may release a portion of a sponsored award in accordance with the ORED policy, Temporary Release of Sponsored Project Funds or Temporary Extension.

SCOPE

University Community (faculty, staff and students)

REASON FOR POLICY

ORED Policy - Approvals Required on Electronic Proposal Routing Approval Form (ePRAF) Prior to Proposal Submission to ORED
 ORED Policy - Identification of Special Handling Requirements for Proposal
 ORED Policy - Temporary Release of Sponsored Project Funds or Temporary Extension

DEFINITIONS	
TERM	DEFINITIONS
None	None

ROLES AND RESPONSIBILITIES

N/A

RELATED RESOURCES

ORED Policy - Approvals Required on Electronic Proposal Routing Approval Form (ePRAF) Prior to Proposal Submission to ORED



ORED Policy - Identification of Special Handling Requirements for Proposal
ORED Policy - Temporary Release of Sponsored Project Funds or Temporary Extension

CONTACTS

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HISTORY

Initial Effective Date: February 11, 2004; Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION
Review Dates (*review performed, no updates*): N/A
Revision Dates (*updates made to document*): May 6, 2009; November 5, 2009 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)”. February 11, 2004; Revised March 8, 2018; March 29, 2021.



Sponsored Award Project Set-Up #2320.090a

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PROCEDURE STATEMENT

New awards, continuations, supplements and modifications for sponsored projects are set up and processed by ORED. The following items must be received and approved by ORED before it may set up a new award for a sponsored project (some or all of the following will be necessary for continuations, modifications and supplements).

- a. **Award Documentation from Sponsor.** The documentation must be reviewed and approved by ORED and the PI, as well as the General Counsel’s Office, if necessary. ORED may not set up an award until it receives the approval of the PI to the terms of the award documentation. Once all approvals are received, ORED will then execute the award documentation, if necessary. The award may not be set up until the award document is fully signed if sponsor signature is also required on the award documentation.
- b. **Revised budget, ePRAF and proposal,** as necessary as a result of negotiations with the sponsor, with all required signatures.
- c. **All approvals** for human or animal subject research or any research involving recombinant DNA molecules, environmental, health and safety, diving, nepotism, conflict of interest or export control issues must be obtained from the FIU IRB, IACUC, IBC, Environmental Health and Safety Department, or Human Resources, as appropriate, before ORED will set up any award.
- d. **Cost Sharing.** The award will not be released if cost sharing funds required by the award document and/or proposal are not available to meet the cost sharing requirements.

Once ORED receives all necessary award documents, it will assign a project ID number to the project. The PI must use this project id number for all purchases (equipment, supplies, etc.) and payments (salary and wages) on the project. ORED will input in its database the pertinent award information, including the period of performance and the budget categories awarded and will forward a copy of that information to the PI, the PI’s Research Dean’s Office and the PI’s fiscal assistant, if any.

ORED may suggest that an incidental revenue department ID may be set up only when all of the following circumstances exist:

- a. There is no proprietary or contractual relationship between the sponsor and FIU;
- b. The sponsor does not expect any deliverable or final product in exchange for the funding;
- c. The sponsor does not expect any technical or fiscal reports in exchange for the funding;
and
- d. The award is a fixed price award.

Incidental revenue ID's are not budgeted by category and budget transfers are not necessary. Funds may be expended from incidental revenue ID's so long as funds are available in the department ID. All external funds deposited to incidental revenue ID's will be charged 5% F&A charges, which is charged in order to recover the general administrative costs associated with the incidental revenue ID.