



*University Community (faculty, staff and students)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
SPONSORED RESEARCH PURCHASING EXEMPTION	May 31, 2004	2350.075

**POLICY STATEMENT (R\*)**

All purchases on a sponsored project must be made in accordance with the policies and procedures of the University. However, upon certification that it is necessary for the efficient or expeditious prosecution of a research project, a purchase on that project for material, supplies, equipment, or services for research purposes may be exempted from the general purchasing requirements. Both Pre-Award and the FIU Purchasing Department must approve of such bid exemption.

**RELATED INFORMATION (O\*)**

Florida Statutes Section 1004.22(7)  
FIU Regulation 2201  
Florida International University Purchasing Manual

**DEFINITIONS (R\*)**

“PO” is the Florida International University purchase order.

**PROCEDURES (O\*)**

The normal procedures for purchasing goods or services in excess of \$75,000 where the vendor is not a U.S. government entity or university is pursuant to competitive solicitation (bidding) which is processed through the FIU Purchasing Department. The PI should review the Purchasing Manual or contact the Purchasing Department for guidance on bid requirements.

The sponsored research purchasing exemption, which should be used sparingly, exempts the purchase of certain items from the usual bid process.

If a PI requires the purchase of material, supplies, equipment, or services for research purposes that normally would require competitive bid, but project deadlines or other circumstances exist that preclude competitive bidding, the PI must complete the Sponsored Research Bid Exemption form, detailing why the purchase cannot be made through the competitive bid process. The PI must send the completed and signed form to ORED for review by the Pre-Award Director. The PI should be as detailed as possible in the explanation for why a competitive bid is not feasible. If Pre-Award approves the bid exemption, the Pre-Award Director will execute the Sponsored Research Exemption Approval Form.

The following forms must then be sent to Purchasing for issuance of a PO for purchases of more than \$75,000 to an entity other than a governmental agency or university:

1. Sponsored Research Exemption Certification signed by the PI;
2. Sponsored Research Exemption Approval Form signed by the Pre-Award Director; and
3. Requisition for the purchase which must be prepared by the PI through the on-line Panthersoft system (the sponsored research bid exemption forms should be attached to the on-line requisition).

Upon receipt and approval of these documents, the Purchasing Department will issue a Purchase Order authorizing payment to the vendor according to the PO terms. If, however, the Purchasing Department has any issue with the use of the sponsored research exemption, Purchasing Department personnel shall contact ORED personnel prior to issuing the PO to discuss whether the sponsored research exemption is appropriate.

ORED will maintain a copy of the sponsored research exemption supporting documentation.

**HISTORY (R\*)**

Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION; Effective Date: May 31, 2004; Revision Date: May 6, 2009.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Office of Research and Economic Development  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Office of Post-Award  
Florida International University  
11200 S.W. Eighth Street – MARC 430  
Miami, Florida 33199  
Telephone: (305) 348-2494

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For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

**FORMS/ONLINE PROCESSES (O)**

Sponsored Research Exemption Certification

Link(s) to the above referenced Forms available in the “Document Details” Section of the online version of this policy document.

**\*R = Required \*O = Optional**