

**MEMORANDUM**

To: Deans, Associate Deans, Center Directors, and College- or Departmental-Level Research Administrators

From: Andres G. Gil, Ph.D., Vice President for Sponsored Research

Date: January 22, 2009

Re: OSRA Training Support for Research Units at FIU

During calendar year 2009, the Office of Sponsored Research Administration (OSRA) will be providing a comprehensive series of training support workshops for Principal Investigators (PIs), Center Directors, as well as college- or department-level research administrators. In the planned workshops, critical information will be presented to attendees to describe and clarify current research administration policies and procedures at FIU. Time will be provided for attendees to have their questions answered related to the implementation of specific policies and procedures in the context of their current research roles.

Given the set of responsibilities inherent in the role of a PI, it is essential that PIs with funded research projects attend the following sessions:

- Understanding Sponsored Research Administration at FIU
- Export Control (for relevant research projects)
- Ethics and Awareness of FIU's Code of Conduct
- Conflict of Interest
- Compliance Issues

Given the set of responsibilities inherent in the role of center directors and college- or department-level research administrators, it is essential that these members of the FIU research community attend (at a minimum) the following sessions:

- Understanding Sponsored Research Administration at FIU
- Proposal Preparation and Processing
- Payroll and Non-Payroll Transfers and Effort Reporting
- Budget Preparation
- Award Processing
- Project Close-Out

A complete set of the OSRA-sponsored training support workshops may be accessed at <http://osra.fiu.edu/training.htm>. Attendees will be provided documentation of attendance for professional development credit requirements.