

HWCAM Office of Research Administration

Proposal Development and Proposal Submission (Pre-Award)	<p>Assist faculty with preparation and submission of proposals for external funding</p> <ul style="list-style-type: none"> • Budget requirements • Provide assistance with Electronic Proposal Routing and Approval Form (ePRAF) • Required agency documents • Agency documents, signatures and approvals
Award management (Post-Award)	<p>Financial and Management support from award setup through the final stages of the award closeout</p> <ul style="list-style-type: none"> • Coordinate with ORED drafting of contracts / subcontract agreements • Procurement request/review and approval in FIN360 • Budget and Cost Analysis • Financial reconciliations • Effort Reporting
Compliance	<p>Provide assistance in the following areas of research compliance</p> <ul style="list-style-type: none"> • Protocol review • Submission of IRB protocols, and IND and IDE applications • Information on compliance and adherence to IRB requirements • Effort Certification • Educational trainings on Research Procedures
Student Research	<p>Support education and training of college of Medicine students on curricular and extracurricular research activities</p> <ul style="list-style-type: none"> • Lectures on IRB requirements, compliance and regulations • Educate and advise students on good clinical practices and research compliance • Individualized research mentoring on IRB proposal • Review of nonhuman research determinations, exempt, expedited and full board studies

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