



Research Unit Liaison Meeting

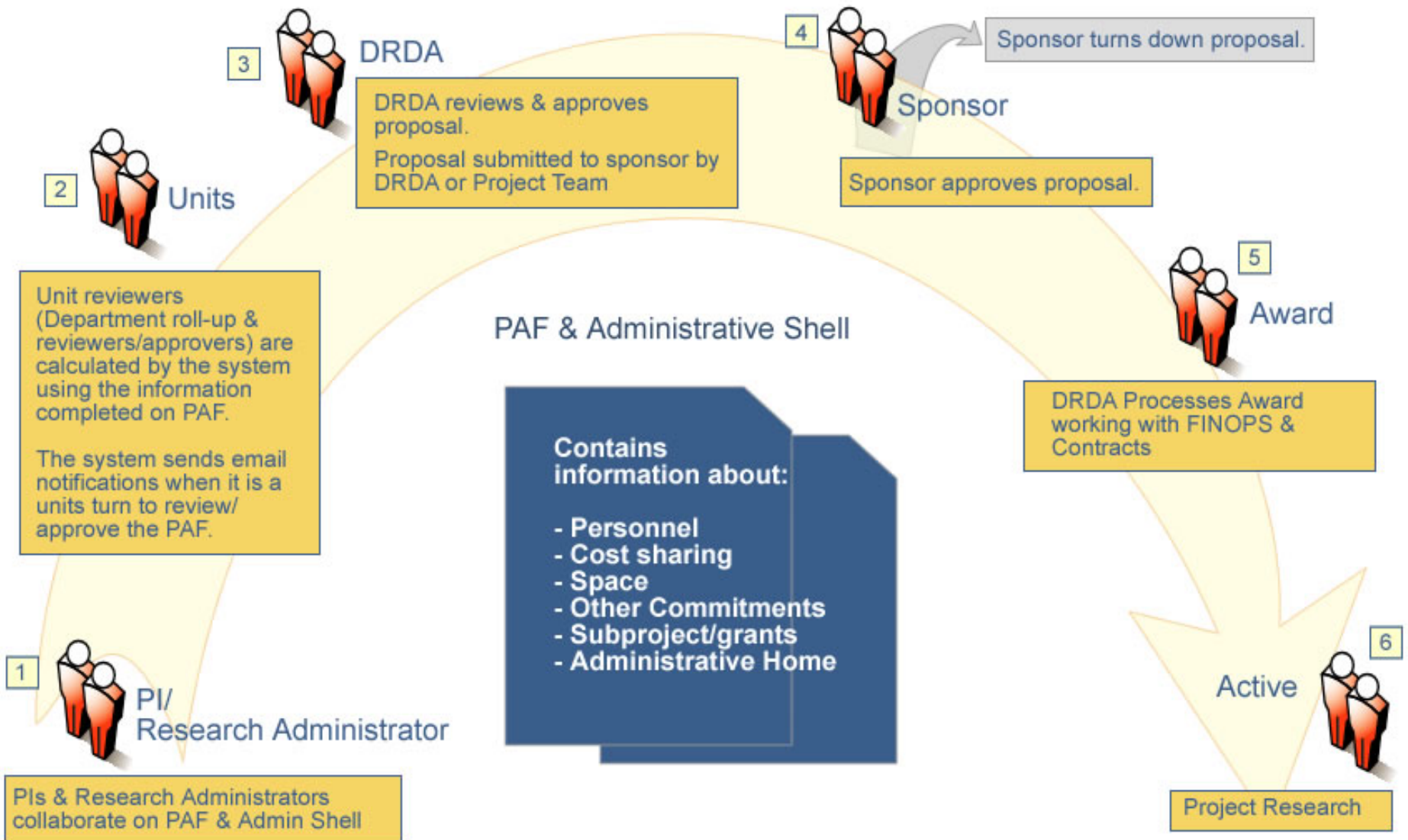
December 4, 2007

3:00 – 4:30 pm

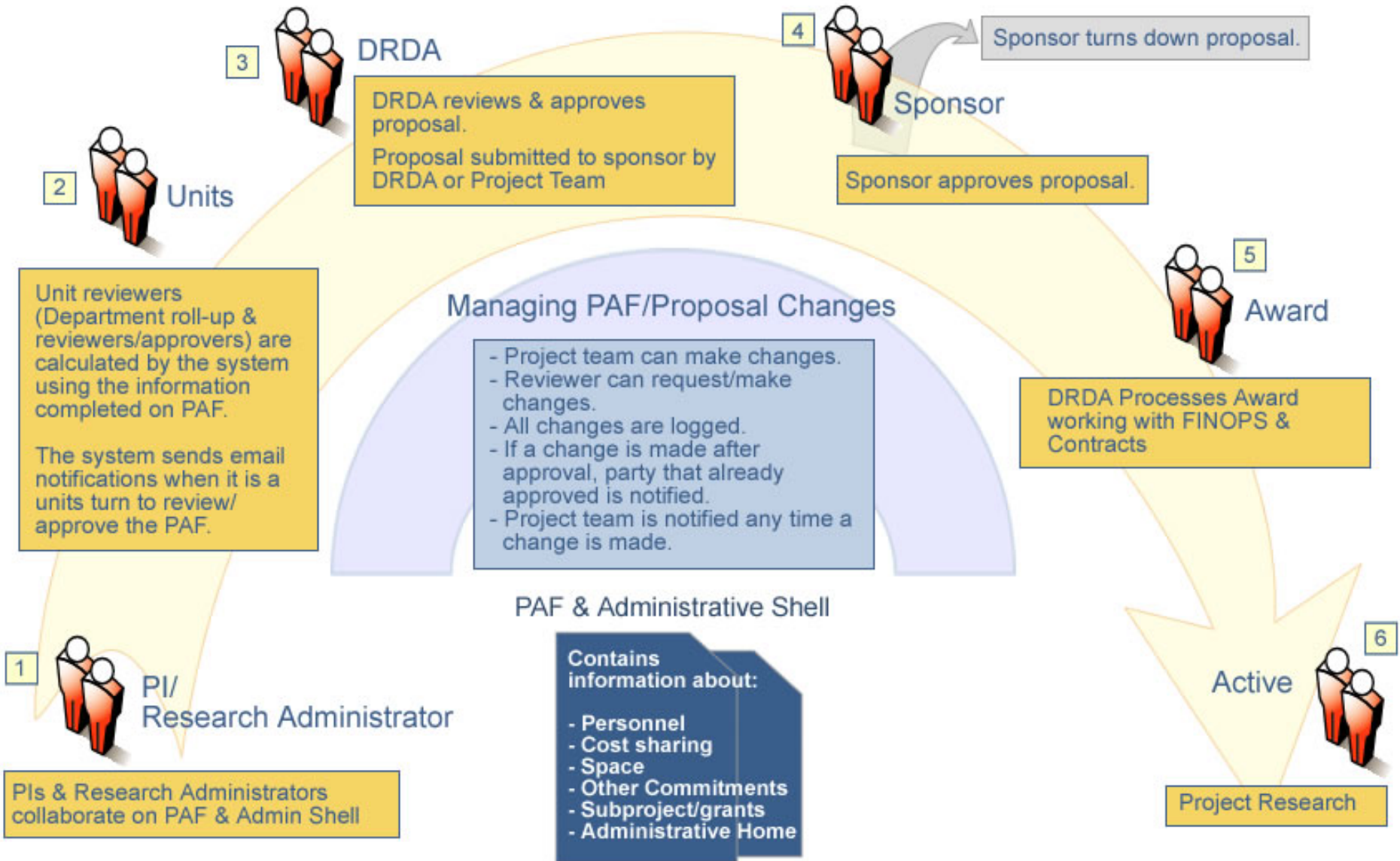
- eResearch Proposal Management System (eRPM) Project Status
- eRPM Workflow
- Task 6: Identify contacts for:
 - PAN/PAC email notification
 - Proposal preparation & review
- Task 7: Identify rough headcount of training candidates for leader-led training
- Next steps & tasks

- System Design & Development
 - Nearing completion
- Testing
 - System Performance Testing
 - Currently underway
 - User Testing
 - December 2007 – January 2008
- Limited Availability
 - February – April 2008
 - Pilot with 20-25 proposals from variety of units
 - Training
 - Support limited availability users
 - Training for full availability will start during the limited availability period
- Full Availability
 - Projected for May 2008

eResearch **M** Proposal Process

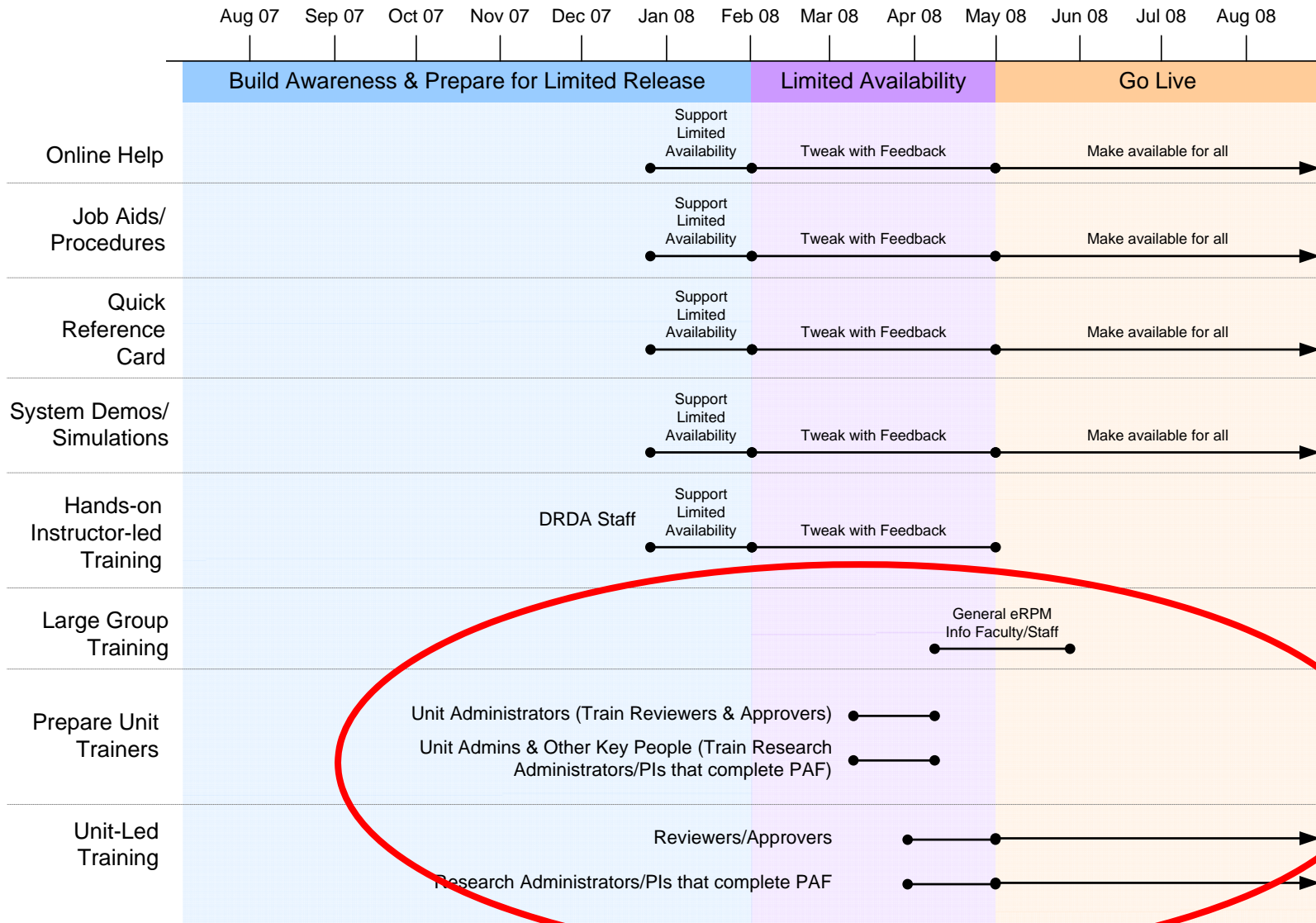


eResearchM Proposal Process – Managing Changes



- When a PAN/PAC is awarded, an email notification is sent to following people identified on the PAF:
 - UM Principal Investigator(s)
 - Sponsor Principal Investigator (when applicable)
 - Participating Investigators With Effort
 - Administrative Personnel
- Your task: For each Dept ID, identify individuals or email groups that should receive PAN/PAC email notification.
 - Note: The system prevents duplicate email notifications from being sent to individuals, but this does not include individuals that are part of an email group.

- Your task: For each Dept ID, identify contacts to facilitate proposal preparation & review.
 - Parties to contact for questions related to proposal preparation & review.
 - Will be publically listed.
 - Will eventually replace the information listed in the Blue Pages.



- **Course 1**

- Audience: PAF completers (Research Administrators & some Principal Investigators)
- Includes how to: Login, understand home page basics, complete PAF, complete Grants.gov 424 forms when applicable, track proposal routing process, make & submit changes

- **Course 2**

- Audience: Reviewers & Reviewers that sign PAF
- Includes how to: Login, understand home page basics, review PAF & proposal documents, make changes or request changes, approve PAF

- **Course 3: Both 1 & 2**

- **Your task: Identify rough headcount of how many people from your unit will need:**
 - **Course 1 (PAF completers)**
 - **Course 2 (Reviewers)**
 - **Course 3: Both 1 & 2**

- Complete your tasks
 - Task 6 – Identify PAN/PAC email notification contacts & proposal preparation & review contacts
 - You will receive your spreadsheet via email
 - **Due: Before holiday break**
 - Task 7: Provide rough headcount of candidates for leader-led training courses
 - **Due: Before holiday break**
- Reminder eRPM baseline survey is being sent out this week. Please help encourage your investigators & research administrative staff to complete.

- January 15, 2008
 - Time: 3 - 4:30 pm
 - Location: Atkins Room, School of Information North

 - Tentative Topics:
 - Home page basics
 - PAF demonstration
 - Limited release information
 - Preparing units for May 2008 eRPM system release
 - Sharing information with units
 - Training information