

System-generated Email Notifications

The eResearch Proposal Management system generates email notifications on certain state transitions and upon the completion of certain events/activities. All email notifications include information about the project and a link to the PAF workspace.

This document provides tips about eRPM email notifications, outlines events that trigger email notification, and provides a short description of the email and its recipients.

Email Configuration

- Add eresearch@umich.edu to your address book/contacts so messages are not sent to junk or spam mail.



Warning plain text email system users e.g., Groupwise

- Enable html messages - because eResearch sends html messages.
- You must view as html to view links to PAFs/proposals, award documents.
- If you use Groupwise e-mail, follow the steps below. If you use another e-mail client, contact your system administrator for assistance.
 - To view the current email as HTML, click the message icon at the top of the email.
 - To change all incoming e-mail to HTML:
 1. Go to the Groupwise Main Mailbox.
 2. Select the "Tools" menu.
 3. Select "Options".
 4. Double click "Environment".
 5. Under the "Views" tab:
Check "Use default views for reading."
For "Default Read View & Font", select HTML.
 6. Click OK.



WARNING! Forwarding an e-mail using a plain text email system breaks links to eResearch system. Instead: go to eRPM and find proposal/project/award.

Tips

- You cannot copy a document link and paste it into a web browser. It will not work.
- Forwarding an e-mail message does NOT give access to eResearch - Person must be listed on the project or be a Reviewer to have access to view proposal/project/award in eResearch.

Who Receives E-mail Notifications?

Based on the situation/event/system activity emails are sent to:

- **UM Principal Investigator & Primary Research Administrator**
E.g., proposal routed for approval, reviewer requests changes, etc.
 - You cannot turn off the option to send e-mails to a Principal Investigator or Primary Research Administrator.
- **PAF Email Notifier** for each Department
E.g., this group will get emails when it is their department's turn to review a PAF (instead of sending e-mails to all Reviewers).
 - Reviewers & Unit Liaisons for departments can change/control who is part of this email group for each Dept ID. This does not give Review access for the department. Reviewer or Reviewer Who Can Sign must be set-up separately. Contact your [Unit Liaison](#) for more information.

PAF Event/Activity	"Email Subject Line" and Description
When the PAF is <u>Routed for Approval</u> by the UM Principal Investigator or Primary Research Administrator...	<p>"PAF Ready for Unit Review" is sent to the PAF Email Notification contact(s) within the Dept ID to notify that a PAF is ready for their unit review.</p> <p>"PAF Routed for Unit Review" is sent to the Primary Research Administrator and UM Principal Investigator to confirm that the PAF has been routed to the first department(s) for review.</p>
When <u>Unit Approval</u> is submitted by a department reviewer who can sign...	<p>"Ready for Unit Review and Approval" is sent to the PAF Email Notification contact(s) within the Dept ID to notify that a PAF is ready for their unit review.</p>
When the <u>Project Team Submits Changes</u> ...	<p>"Changes Made to PAF by Project Team" is sent to the PAF Email Notification contacts for Dept IDs that have already submitted approval to notify that the PAF has been changed. The notification is also sent to the Primary Research Administrator and Contact UM Principal Investigator.</p>
When a <u>Reviewer Submits Changes</u> ...	<p>"Change Made to PAF by Unit Reviewer" is sent to the PAF Email Notification contacts for Dept IDs that have already submitted approval to notify that the PAF has been changed. The notification is also sent to the Primary Research Administrator and Contact UM Principal Investigator.</p>
When a <u>Reviewer Requests Changes</u> from the Project Team...	<p>"A Reviewer has Requested Changes to a PAF" is sent to the Primary Research Administrator and Contact UM Principal Investigator to notify that there is a request for changes from one of the Reviewers during Unit Review.</p>
When the <u>Project Team Declines Requested Changes</u> ...	<p>"Project Team Decline Requested Changes Activity" is sent to the Reviewer, DRDA staff or Project Representative who requested change to notify that the request has been declined.</p>
When <u>DRDA Submits Changes</u> to a PAF...	<p>"DRDA Submit Changes Activity" is sent to the Primary Research Administrator, Contact UM Principal Investigator, and the PAF Email Notification contacts for Dept IDs that have already submitted approval</p>
When the PAF is <u>Sent to Project Team for Changes</u> by DRDA...	<p>"DRDA Has Requested Changes to a PAF" is sent to the Primary Research Administrator and Contact UM Principal Investigator of the change request.</p>
When DRDA <u>Revokes a Change Request</u> ...	<p>"DRDA Cancels Change Request" is sent to the Primary Research Administrator and Contact UM Principal Investigator.</p>
When <u>Requested Action is Declined</u> by DRDA...	<p>"DRDA Has Declined Requested Action" is sent to the Primary Research Administrator and Contact UM Principal Investigator to notify that the requested action, typically to put the PAF into an editable state, has been declined.</p>

PAF Event/Activity	"Email Subject Line" and Description
When <u>Project Team Cancels PAF...</u>	"PAF Cancelled by Project Team" is sent to the PAF Email Notification contacts for Dept IDs that have already submitted approval to notify that the PAF has been canceled. The notification is also sent to the Primary Research Administrator and Contact UM Principal Investigator.
When the Project Team requests that <u>DRDA Cancel PAF...</u>	"DRDA Cancel PAF Activity" is sent to the PAF Email Notification contacts for Dept IDs that have already submitted approval to notify that the PAF has been canceled. The notification is also sent to the Primary Research Administrator and Contact UM Principal Investigator.
When an <u>Ad Hoc Reviewer</u> is assigned by a department reviewer...	"You have been assigned as an Ad Hoc Reviewer on a PAF" is sent to the assigned individual to notify that they have been added to a PAF as an Ad Hoc Reviewer with view rights and ability to comment.
When the <u>Post a Comment for the Entire Project</u> activity is used...	"Post a Comment to the Entire Project Activity" sends an email to Individuals selected by the person who posted the comment.
When an ad hoc reviewer uses <u>Post Reviewer Comment...</u>	"Post Reviewer Comment Activity" sends an email to Individuals selected by the ad hoc reviewer who posted the comment.
When there is a <u>Change of Conflict of Interest</u> by a UM Principle Investigator...	"Conflict of Interest Information Changed" is sent to the DRDA Project Representative and the PAF Email Notification contacts for Dept IDs that have already submitted approval
When a <u>PAF</u> is <u>Routed to DRDA...</u>	"PAF Routed to DRDA" is sent to the PAF Email Notification contacts for Dept IDs that have already submitted approval, the Primary Research Administrator and Contact UM Principal Investigator to notify that a PAF has been approved by all reviewing departments and has moved to DRDA.
When a <u>Request for Re-Review</u> is sent by DRDA...	"Request Re-Review Activity" is sent to the PAF Email Notification contacts for Dept IDs that have already submitted approval to notify that the PAF needs to be re-reviewed. The notification is also sent to the Contact UM Principal Investigator.
When a <u>PAF</u> is in <u>Post-Submission Unit Review</u>	"A Project has moved to state Post-Submission Unit Review" is sent to the PAF Email Notification contact(s) within the Dept ID to notify that a PAF is ready for their unit review.
When DRDA <u>Sends to Project Team for Submission to Sponsor...</u>	"Proposal Ready for Project Team Submission to Sponsor" is sent to the Primary Research Administrator and Contact UM Principal Investigator to notify that DRDA has completed their reviews.
When a <u>Project</u> is <u>Submitted to Sponsor...</u>	"A Project has been Submitted to its Sponsor" is sent to the PAF Email Notification contacts for Dept IDs that have already submitted approval, the Primary Research Administrator and Contact UM Principal Investigator.

PAF Event/Activity	"Email Subject Line" and Description
When a project has been in the state of DRDA Approved for longer than 9 days...	<p>"10 Day Submission Reminder" "20 Day Submission Reminder" "30 Day Submission Reminder"</p> <p>are reminders sent to the Primary Research Administrator and Contact UM Principal Investigator that DRDA is waiting for confirmation of submission to the sponsor.</p>
When DRDA <u>Sends a Contract to PI for Signature...</u>	<p>"Contract Sent for PI Signature" is sent to the Primary Research Administrator and Contact UM Principal Investigator.</p>
When DRDA <u>Releases Award Information...</u>	<p>PAN and PAC notifications are sent to the Contact UM Principal Investigator, Sponsor Principal Investigator, Participating Investigators with Specified Effort, all Administrative Contacts listed on PAF, and the PAN/PAC Notifiers for reviewing departments.</p>
When a project is <u>Closed</u> by DRDA...	<p>"Project Closed" is sent to the Primary Research Administrator and Contact UM Principal Investigator to notify that the project has moved to a state of Closed.</p>
When DRDA <u>Sends a Notice for Paper Submission...</u>	<p>"Proposal Received by DRDA" is sent to the Primary Research Administrator and Contact UM Principal Investigator.</p>
When DRDA <u>Sends to Project Team for Finalization</u> of the proposal...	<p>"Project Team Finalize Proposal" is sent to the Primary Research Administrator and Contact UM Principal Investigator.</p>

Hardship Event/Activity	"Email Subject Line" and Description
When a Hardship Request is <u>Routed for Approval</u> by the UM Principal Investigator or Primary Research Administrator...	"Hardship Request Ready for Review" is sent to the PAF Email Notification contact(s) within the Dept ID to notify that a Hardship Request is ready for review.
When <u>Unit Approval</u> has been submitted for a Hardship Request...	"Hardship Request has been Approved" is sent to the Primary Research Administrator and Contact UM Principal Investigator.
When <u>Unit Denies</u> a Hardship Request...	"Hardship Request Denied" is sent to the Primary Research Administrator and Contact UM Principal Investigator.
When <u>DRDA Denies</u> a Hardship Request...	"Hardship Request Denied by DRDA" is sent to the Primary Research Administrator and Contact UM Principal Investigator.
When DRDA <u> Cancels</u> a Hardship Request...	" DRDA has Cancelled a Hardship Request" is sent to the PAF Email Notification contact(s) within the reviewing Dept.ID, Primary Research Administrator and Contact UM Principal Investigator.
When a <u>Reviewer Requests Changes</u> ...	"Changes Requested for Hardship" is sent to the Primary Research Administrator and Contact UM Principal Investigator.
When <u>DRDA Requests Changes</u> ...	"DRDA Request Changes to Hardship" is sent to the Primary Research Administrator and Contact UM Principal Investigator.
When DRDA <u>Routes the Hardship Request for Re-Approval</u> ...	"Hardship Ready for Re-Approval" is sent to the PAF Email Notification contact(s) within the reviewing Dept.ID.
When the Project Team <u>Submits Changes</u> requested by a reviewer or by DRDA...	"Hardship Changes have been submitted" is sent to the PAF Email Notification contact(s) within the reviewing Dept.ID.
When the Project Team is notified of <u>Hardship Account Activation</u> ...	"A Hardship has been activated" is sent to the Primary Research Administrator and Contact UM Principal Investigator.
When a <u>Hardship Notification is Released</u> ...	"Release Hardship Notification Activity" is sent to the owning department of the parent proposal/PAF.