Create / Submit FOIA Letter

If a Sponsor agreement/contract with a confidentiality clause is received, a Freedom of Information Act (FOIA) Letter should be created. A FOIA Letter can be created and submitted to the FOIA Office by an ORSP Project Representative (ORSP-PR), ORSP Staff, or by the Office of Technology Transfer (OTT), and it can be created in either a PAF or an Unfunded Agreement (UFA) workspace.

- The Create FOIA Letter activity is available in the PAF workspace once the PAF has reached the state of ORSP Processing; however, the letter should not be created until a Project/Grant Number (PGN) has been assigned.
- The Create FOIA Letter activity is available in the UFA workspace once the UFA has reached the state of Negotiation in Progress.

Once the FOIA Letter is created, a link to the FOIA Letter workspace displays in the following locations:

- ORSP: Awards Inbox tab > FOIA Letter list
- OTT: Inbox tab > FOIA Letter list

**PAF or UFA Workspace**

1. From the applicable PAF or UFA workspace, click the Create FOIA Letter activity.

2. Click the drop-down menu to select the time period for the FOIA Letter.

3. Click OK.

The FOIA Letter workspace displays.

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http://eresearch.umich.edu
4. If desired, click **Edit FOIA Details** to edit any of the following:
   - Research Title
   - Responsible Party
   - Responsible Dept.
   - Time Period

5. Click **Route to FOIA Office**.

6. Verify the **Letter Date** is correct, or enter a new date in the field.

7. Enter **Comments**, if desired.

8. Click **OK**.

**Notes:**
- The Current State of the FOIA Letter changes to **FOIA Office Review**.
- If changes are requested by the FOIA Office, click **Edit FOIA Letter** to make changes, and then click the **Submit Changes to FOIA Office** activity to resubmit the letter.