DRDA Process Online Submission

Online submission refers to PAFs (proposals, projects) that are created, routed and submitted to DRDA using the eRPM system.

Important dates:

- November 17, 2008 through January 1, 2009. Pilot participants will enter selected projects for submission using eRPM. Those participants will submit all other projects using the current paper based process.

SECTION LINKS AND ADDITIONAL MATERIALS

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ADMINISTRATIVE REVIEW ACTIVITIES

A PAF (proposal) is placed into the state of DRDA Administrative Review following the unit approval of all required departments.

DRDA Administrative Staff can access the PAF from their Home Workspace Proposals Inbox.

Before the Project Representative signs off, the Administrative Staff must provide the correct Sponsor ID code using the Manage Sponsors view on the PAF Workspace.

The following section describes activities available for the DRDA Administrative Staff for a PAF in the state of DRDA Administrative Review:

- Manage Sponsors
- Complete Administrative Check

MANAGE SPONSORS

PAF Workspace (state: DRDA Administrative Review)

1. Click Manage Sponsors from the PAF Workspace.
2. Click **Edit**.

**Note:** **PAF Name** refers to the sponsor name as entered on the PAF Worksheet.

3. Enter **ID** number if known or Click **Browse**.
4. Enter search criteria.
5. Click **Find**.
7. Click **OK**.

Note: If the sponsor is not found…

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### COMPLETE ADMINISTRATIVE CHECK

**PAF Workspace Activities (state: DRDA Administrative Review)**

1. Click the **Complete Administrative Check** activity from the PAF Workspace.

**Activities**
- Complete Administrative Check
- DRDA Make Changes
- Send to Project Team for Changes
- DRDA Cancel PAF
- Post a Comment for the Entire Project
- Edit Staff Notes
- Add a Note for DRDA Only

**Complete Administrative Check window**

1. Enter comments in the text box (optional).
2. Click **OK**.

The PAF Current State changes to **DRDA Project Representative Review** once the activity Complete Administrative Check is completed.

*Ctrl + Click to return to Section Links table*
PROJECT REPRESENTATIVE REVIEW ACTIVITIES

The following sections describe activities available to the DRDA Project Representative for a PAF in the state of DRDA Project Representative Review.

- Project Representative Approve
- Approve for both Project Representative and Signing Officer
- Request Re-Review (also available to Signing Officer)
- Return to DRDA Support Staff (also available to Signing Officer)

Home Workspace

Notice that the PAF is available under the Initial Review section of the Proposals Inbox of the Home Workspace for the DRDA Project Representative.

1. Click the PAF Name to open the PAF Workspace.
PROJECT REPRESENTATIVE APPROVE, cont.

PAF Workspace (state: DRDA Project Representative Review)

1. Click the Project Representative Approve activity from the PAF Workspace.

   Note: If you are a Signing Officer as well, you can complete both the Project Representative and Signing Officer Approval using the Signing Officer Approve activity. See the Signing Officer Review section in this document for details.

   2. Optional, enter Comments.

   3. Click OK.

The PAF Current State changes to DRDA Signing Officer Review once the activity Project Representative Approve is completed.

Ctrl + Click to return to Section Links table
APPROVE FOR BOTH PROJECT REPRESENTATIVE AND SIGNING OFFICER

If the Project Representative also has the user role Signing Officer, the approval of a PAF for both roles can be completed using a single activity.

PAF Workspace (state: DRDA Project Representative Review)

Notice that the Project Representative who has the additional user role of Signing Officer sees both approval activities.

1. Click the **Signing Officer Approve** activity from the PAF Workspace.

The PAF Current State changes to **DRDA Approved** once the activity is completed.

2. Select **Approve PAF as Project Representative and Signing Officer**?

3. Optional, enter **Comments**.

4. Click **OK**.

Ctrl + Click to return to Section Links table
REQUEST RE-REVIEW

PAF Workspace (state: DRDA Project Representative Review)

1. Click the **Request Re-Review** activity from the PAF Workspace.

2. Select the departments who you are requesting to re-review the PAF.

3. Optional, enter **Comments**.

4. Optional, **Add** documents.

5. **Click OK**.

**Note:** An email notification requesting re-review will be sent to the PAF Notifiers in the selected departments.
REQUEST RE-REVIEW, cont.

### Routing and Approval Status:

<table>
<thead>
<tr>
<th>Department</th>
<th>Department ID</th>
<th>Approved?</th>
<th>Date Approved</th>
<th>Approval Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dbn Coll of Eng-Mechanical Eng</td>
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<td>yes</td>
<td>11/18/2008 8:46 AM</td>
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<tr>
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<tr>
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<tr>
<td>Dbn Research &amp; Spons Programs</td>
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<td>yes</td>
<td>11/18/2008 8:46 AM</td>
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</tr>
<tr>
<td>CoE Research</td>
<td>210300</td>
<td>no</td>
<td></td>
<td>Pending</td>
</tr>
</tbody>
</table>

6. Notice that the approval status for the selected departments has returned to **Pending**.

The PAF is returned to the state of **Unit Review** until the requested reviews are completed.

*Ctrl + Click to return to Section Links table*
1. Click the Return to DRDA Support Staff activity from the PAF Workspace.

2. Optional, enter Comments.

3. Click OK.

The PAF is returned to the state of DRDA Administrative Review until the DRDA Administrative Check is completed.

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SIGNING OFFICER REVIEW ACTIVITIES
The following section describes the approval activities available to the DRDA Signing Officer for a PAF in the state of DRDA Project Representative Review or DRDA Signing Officer Review.

- Signing Officer Approve
- Request Re-Review (for instructions on how to complete this activity, see Project Representative Review Activities pg. 8)
- Return to DRDA Support Staff (for instructions on how to complete this activity, see Project Representative Review Activities pg. 9)

SIGNING OFFICER APPROVE

Home Workspace

Notice that the PAF is available under the Proposals Ready for SO Approval section of the Proposals Inbox of the Home Workspace for the DRDA Project Representative who has Signing Officer responsibilities.

1. Click the PAF Name to open the PAF Workspace.
SIGNING OFFICER APPROVE, cont.

PAF Workspace (state: DRDA Signing Officer Review)

2. Click the **Return to DRDA Support Staff** activity from the PAF Workspace.

### Signing Officer Approve window

**Color Elasticity: Fuschia's Flexibility Qualities? (09-PAF00158)**

Enter comments in the text box (optional).

CHOKE to sign this PAF.

Click CANCEL to cancel this activity and close this window.

3. Optional, enter **Comments**.

4. Click **OK**.

The PAF Current State changes to **DRDA Approved** once the activity is completed.

*Ctrl + Click to return to Section Links table*
DRDA CANCEL PAF

1. Click the **DRDA Cancel PAF** activity from the PAF Workspace.

2. Enter **Date Cancelled** either by entering text into the text box or by clicking on the calendar icon to display the calendar.

3. Optional, enter **Comments**.

4. Click **OK**.

The PAF Current State changes to **Cancelled** once the activity is completed.

**Ctrl + Click to return to Section Links table**
Activities in PAF Workspace

1. Click the **Edit Staff Notes** activity from the PAF Workspace.

2. Enter **Staff Notes**.

3. Click **OK**.

These notes are only accessible, i.e., visible and editable, from within the **Edit Staff Notes** activity.

*Ctrl + Click to return to Section Links table*
ADD A NOTE FOR DRDA ONLY

Activities in PAF Workspace

1. Click the **Add a Note for DRDA Only** activity from the PAF Workspace.

Add a Note for DRDA Only window

2. Enter **Comments**.
3. Click **OK**.
ADD A NOTE FOR DRDA ONLY, cont.

PAF Workspace DRDA Notes tab

These comments are stored under the DRDA Notes tab in the PAF Workspace. Only those individuals with DRDA roles can see this tab and its contents.

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