

Project Award Change - Description

Starting January 5, 2009:

- PAN & PAC award notifications are generated from the eRPM system & sent via email to investigators and campus administrators, specifically:
 - UM Principal Investigator
 - Sponsor Principal Investigator
 - Participating Investigators with Specified Effort
 - Administrative Contacts
 - Any person (or group e-mail address) listed as the PAN/PAC Notifiers for a unit (department) that was required to review the PAF.
- **Important!** If you have junk or spam email filters, please add eresearch@umich.edu to your address book/contacts or safe/trusted senders list.
- The content of the award notification has not changed although the appearance is slightly different.
- The award notification is now in the text of an e-mail notification instead of an attached document.
 - **Tips:** Messages sent from the eResearch system are sent as html messages. If you use a plain text email system, e.g., Groupwise, enable html messages so that the link to the award document is active.
 - **Warning!** If you use a plain text e-mail system, e.g., Groupwise, when you forward an email sent from the eResearch system, the link is broken.
- Links into the eRPM system will be included in the e-mail to provide access to the actual grant and contract documents.
- When you start to use the eResearch Proposal Management (eRPM) system, you will be able to view award notifications right in eRPM.
- A sample PAC is broken into three sections below to demonstrate the changes. To view an example of the full PAC, go to the end of this document.

Project Award Change – Section 1

A	From: eresearch@umich.edu
	Sent: Wednesday, February 20, 2009 2:11 PM
	To: investigator_pat@umich.edu, administrativecontacts@umich.edu, panpancontacts@umich.edu
B	Subject: PAC for F123456-2 (09-PAF12345) Investigator
	B1 Unit B2 Char B3 Adm B4 rative
	DO NOT REPLY TO THIS MESSAGE. NO ERESEARCH ACTION REQUIRED
	UM Principal Investigator: Pat Investigator Date: 2/20/09
	Unit (Department ID): Otorhinolaryngology Department (249000)
	From DRDA Project Representative: DRDA Project Representative, 734-555-5555, drda_pr@umich.edu
	DRDA Number: 09-PAF12345
	Notice ID: F123456-2
	Project Title: Sample Project Title

A. Notice that the sender is **eresearch.umich.edu**.

Note: If you use spam filters, please make a rule or exception so that you can receive emails from **eresearch.umich.edu**.

B. Email **Subject** includes:

1. **PAC**
2. **Notice ID**
PGN-1 (any number higher than 0 is a PAC number)
e.g., F123456-2
3. **(DRDA Number)**
e.g., (09-PAF12345)
4. **UM Principal Investigator Last Name**
e.g., Investigator

Project Award Change – Section 1 (continued)

	From: eresearch@umich.edu
	Sent: Wednesday, February 20, 2009 2:11 PM
	To: investigator_pat@umich.edu, administrativecontacts@umich.edu, panpancontacts@umich.edu
	Subject: PAC for F123456-2 (09-PAF12345) Investigator
	Project Award Change - Administrative DO NOT REPLY TO THIS MESSAGE. NO eRESEARCH ACTION REQUIRED
C	UM Principal Investigator: Pat Investigator Date: 2/20/09
D	Unit (Department ID): Otorhinolaryngology Department (249000)
E	From DRDA Project Representative: DRDA Project Representative, 734-555-5555, drda_pr@umich.edu
F	DRDA Number: 09-PAF12345
H	Notice ID: F123456-2 ← G
H	Project Title: Sample Project Title

- C.** UM Principal Investigator who received the award and date when processed.
- D.** Administrative Home for the project.
- E.** DRDA Project Representative contact for the award.
- F.** DRDA number.

Note: You may see 2 different DRDA number formats. All proposals that were created/entered in eRPM have the new DRDA number format: FY-PAF12345
e.g., 09-PAF12345

G. Notice ID

- Format: Project grant number (PGN) – 2 (any number higher than 0 is a PAC number)
e.g., F123456-2
- Any PAN sent between January 5 – February 24, 2009 has the following format: PGN -1.
- Based on user feedback the Notice ID for PANs was changed to PGN-0 in order to accommodate the standard PAC numbering sequence.
- PACs will increment the Notice ID.
First PAC is: PGN-1
e.g., F123456-1
Second PAC is: PGN-2
e.g., F123456-2
- Notice ID appears here and in the e-mail subject.

H. Project Title

Project Award Change – Section 2

I	Sponsors:			
	PAF Sponsor Name	Sponsor ID	Official Sponsor Name	Sponsor Type
	NSF	909300	National Science Foundation	Direct
	Direct Sponsor Award Reference Number:			
Prime Sponsor Award Reference Number:				
CFDA Number: There are no items to display				
J	PGN No:			
K	PGN	Short Cd	CS Short Cd	Parent?
L	F123456			yes
M	Class No: On-Campus Research (22000)			
Project Period Estimated Award:		\$552,000.00	Project Period: 3/09/2009 to 2/22/2010	
Award Documents:				
		Name	Version	
		Award_Document.doc	0.01	

- I. Sponsor information
- J. Project Grant information
- K. Class code
- L. Project period estimated award
- M. Award document link

Award Document Notes:

- You will be prompted to login with your Kerberos ID to download a full copy of the award document.
- You will also be able to view award documents in the eRPM system (when you start using the system).
- **Warning!** If you are a plain text email system user, even if you turn on view html messages, if you forward this message you will break this link. To view award, you can login to eRPM and find the award in the system.
- **Warning!** Forwarding a message to someone does NOT give them access to view it in eResearch. He/she must be listed on the project or be a Reviewer to have access to view the award in eResearch.
- **Important!** If you are a plain text email system user (e.g., Groupwise), you must enable view html messages for this link to work.
- **Warning!** You cannot copy the Award document link and paste it into a web browser. It will not work.

Project Award Change – Section 3

N	Financial Operations Project/Grant Coordinator: Amanda Administrator, 734-555-5555, amandaadmin@umich.edu
	***The Primary Post-Award Contact is the only person who will receive any M-Pathways generated documents. If you wish to change the recipient of these documents, please contact the Financial Operations Project/Grant Coordinator.
<p>The University Of Michigan Division of Research Development and Administration 1056 Wolverine Tower</p>	

- N. Financial Operations Project/Grant Coordinator

Project Workspace

The screenshot displays the 'Project Workspace' in the eResearch Proposal Management system. The interface includes a sidebar with navigation links, a main content area with 'Activities' and 'Award Notices' sections, and a table of award notices. A red box highlights the 'Award Notices' table, and a black box with a white 'P' is placed next to it. Another black box with a white 'O' is in the top left corner.

Notice ID	Change Type	PR Approved?	Approval Date	Sent?
[View] 0	R454545- Project Award Notice	yes	2/23/2009	yes
[View] 1	R454545- Project Award Change - No Cost Time Extension	yes	2/23/2009	yes

- O. Once you start to use eResearch Proposal Management, you can access your project workspaces via your Home Workspace.
- P. You will be able to view all award notices on the project workspace.

From: eresearch@umich.edu
Sent: Wednesday, February 20, 2009 2:11 PM
To: investigator_pat@umich.edu, administrativecontacts@umich.edu, panpancontacts@umich.edu
Subject: PAC for F123456-2 (09-PAF12345) Investigator

Project Award Change - Administrative

DO NOT REPLY TO THIS MESSAGE. NO eRESEARCH ACTION REQUIRED

UM Principal Investigator: Pat Investigator **Date:** 2/20/09

Unit (Department ID): Otorhinolaryngology Department (249000)

From DRDA Project Representative: DRDA Project Representative, 734-555-5555, drda_pr@umich.edu

DRDA Number: 09-PAF12345

Notice ID: F123456-2

Project Title: Sample Project Title

Sponsors:

PAF Sponsor Name	Sponsor ID	Official Sponsor Name	Sponsor Type
NSF	909300	National Science Foundation	Direct

Direct Sponsor Award Reference Number:

Prime Sponsor Award Reference Number:

CFDA Number:
There are no items to display

PGN No:

PGN	Short Cd	CS Short Cd	Parent?
F123456			yes

Class No: On-Campus Research (22000)

Project Period Estimated Award: \$552,000.00 **Project Period:** 3/09/2009 to 2/22/2010

Award Documents:

Name	Version
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[Award_Document.doc](#)

0.01

Financial Operations Project/Grant Coordinator: Amanda Administrator, 734-555-5555,
amandaadmin@umich.edu

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**The University Of Michigan
Division of Research Development and Administration
1056 Wolverine Tower**