Update Space for U-M Investigators

Space requirements for UM Principal Investigators, UM Sponsor Principal Investigators, and Participating Investigators with Specified Effort is entered in PAF question 4.1 Required Space. This information can be updated by the Project Team as needed. Only Investigators with the roles above entered in question 2.3 UM Investigators will display in the Required Space table.

Overview of Required Space table

**Update Space Requirements for an Investigator**

PAF worksheet – section 4.1 Required Space

1. Click **Update** next to the name of the applicable Investigator.

2. Click the applicable radio button to indicate the space requirement.
   - If indicating **No Individual Space Required**, continue with step 3.
   - If indicating **Adequate Space Committed**, complete steps 4-6 below.
   - If indicating **Requested Room/Bldg**, complete steps 7-11 below.

3. Click **OK**.
4. Begin typing the DeptID or department name in the Approving DeptID field, and then select it from the predictive list that displays.

   OR

   Click Select to search for your department.

5. Enter Comments if desired.

6. Click OK.

7. Begin typing the Requested Room/Bldg and then select it from the predictive list that displays.

   OR

   Click Select to search for your Room/Bldg.

8. If desired, click the Occupying departments link to see who is currently occupying the space.

9. Begin typing the Overriding DeptID and then select it from the predictive list that displays.

   OR

   Click Select to search for the Approving Dept.

10. Enter Room Comments in the field provided (required).

11. Click OK.
Enter Additional Rooms for an Investigator

PAF worksheet – section 4.1 Required Space

1. Click **Add**.

2. Begin typing the name of the Investigator in the **Person** field, and then select the correct name from the predictive list that displays.

   **OR**
   Click **Select** to search for the Investigator.

3. Click the applicable radio button to indicate the space requirements.
   - If indicating **Adequate Space Committed**, complete steps 4-6 from above.
   - If indicating **Requested Room/Bldg**, complete steps 7-11 from above.