

Project Award Notice - 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.
- The PAN is broken into three sections below to demonstrate the changes. To view an example of the full PAN, go to the end of this document.

Project Award Notice – Section 1

From:	eresearch@umich.edu
Sent:	Wednesday, February 18, 2009 2:11 PM
To:	investigator_pat@umich.edu, administrativecontacts@umich.edu, panpancontacts@umich.edu
Subject:	PAN for F123456-0 (09-PAF12345) Investigator
DO NOT REPLY TO THIS MESSAGE. NO RESEARCH ACTION REQUIRED	
UM Principal Investigator:	Pat Investigator Date: 2/18/09
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:	F123456-0
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. E-mail **Subject** includes:

1. **PAN**
2. **Notice ID**
PGN-0
e.g., F123456-0
3. **(DRDA Number)**
e.g., (09-PAF12345)
4. **UM Principal Investigator Last Name**
e.g., Investigator

Project Award Notice – Section 1 (continued)

	<p>From: eresearch@umich.edu Sent: Wednesday, February 18, 2009 2:11 PM To: investigator_pat@umich.edu, administrativecontacts@umich.edu, panpancontacts@umich.edu Subject: PAN for F123456-0 (09-PAF12345) Investigator</p> <p style="text-align: center;">Project Award Notice DO NOT REPLY TO THIS MESSAGE. NO eRESEARCH ACTION REQUIRED</p>
C	<p>UM Principal Investigator: Pat Investigator Date: 2/18/09</p>
D	<p>Unit (Department ID): Otorhinolaryngology Department (249000)</p>
E	<p>From DRDA Project Representative: DRDA Project Representative, 734-555-5555, drda_pr@umich.edu</p>
F	<p>DRDA Number: 09-PAF12345</p>
	<p>Notice ID: F123456-0 ← G</p>
H	<p>Project Title: Sample Project Title</p>

- 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) - 0
e.g., F123456-0
- 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 Notice – 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:			
	PGN	Short Cd	CS Short Cd	Parent?
K	F123456			
				yes
L	Class No: On-Campus Research (22000)			
	Project Period Estimated Award: \$6,552,000.00		Project Period: 2/23/2009 to 2/22/2010	
M	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 Notice – Section 3

N	Budget Commitment: \$5,024.00		O	Budget Period: 2/23/2009 to 2/22/2010		
P	Indirect Cost Rate: 26%	No Charges are allowed prior to: 2/23/2009		Q		
R	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.						
This grant is subject to the General Terms and Conditions of the Federal Demonstration Partnership (FDP), for more information visit http://www.research.umich.edu/policies/federal/fdp.html						
This grant is subject to the Research Terms and Conditions (RTC). For more information, please visit http://www.research.umich.edu/policies/federal/fdp.html .						
S	Budget Period UM Cost Share:					
	Line Item	Dept ID	Department	Source	Direct Costs	Indirect Costs
There are no items to display						
Total Direct Cost Share - UM: \$0.00		Total Indirect Cost Share - UM: \$0.00		Total UM Cost Share: \$0.00		

- N. Budget Commitment
- O. Budget Period
- P. Indirect Cost Rate
- Q. No charges are allowed prior to
- R. Financial Operations Project/Grant Coordinator
- S. Budget Period UM Cost Share

Project Award Notice – Section 4

T

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

An award has been received and processed for the proposal identified above. A Project Award Notice (PAN) has been prepared and approved by DRDA. Both the PAN and the award are available from the eResearch project site. The project/grant and shortcode WILL NOT yet be active in the Financial and HRMS systems when you receive this message. You will receive a separate notice from Financial Operations when the numbers are activated.

Listed below are a number of things the Project Team can do before the Project/grant and shortcode are active.

- Share the PAN and copy of the grant or contract with others who need it.
- Review the PAN for the terms of the grant/contract.
- Review the grant or contract for terms and conditions, deliverables, special reports.
- Set up internal record-keeping systems.
- Prepare 7471s to budget sub-project/grants, if relevant.
- Review faculty, staff and student appointments to prepare for appointment changes. Don't forget cost sharing appointments. Remember that material changes in effort impact certification; updated reports may be required.
- Prepare paperwork for item types, barcodes, and additional shortcodes if necessary.
- Prepare paperwork to request sub-contracts, if relevant. If sub-contracts were written into your proposal, the PAN should include a memo describing the process you need to follow to request a sub-contract.
- If the budget has been modified or a modular budget was submitted, a 7471 can be submitted to Sponsored Financial Operations before the project/grant is activated so that the budget is set up appropriately. (If your budget includes A-21 monitored expenses, the 7471 and justification should be directed to DRDA.)
- Follow the directions on the front of the PAN to change the statement recipient if necessary.
- Work with the Purchasing Department to request quotes for major equipment purchases.
- Request cost sharing transfers, if relevant.

If you have any questions about the above activities, please contact your Sponsored Programs Account Coordinator.

T. Award has been received statement.

Project Workspace

U

V

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

U. Once you start to use eResearch Proposal Management, you can access your project workspaces via your Home Workspace.

V. You will be able to view all award notices on the project workspace.

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Project Award Notice

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UM Principal Investigator: Pat Investigator **Date:** 2/18/09

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: F123456-0

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: \$6,552,000.00 **Project Period:** 2/23/2009 to 2/22/2010

Award Documents:

Name	Version
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[Award Document.doc](#)

0.01

Budget Commitment:	\$5,024.00	Budget Period:	2/23/2009 to 2/22/2010
Indirect Cost Rate:	26%	No Charges are allowed prior to:	2/23/2009

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

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This grant is subject to the Research Terms and Conditions (RTC). For more information, please visit <http://www.research.umich.edu/policies/federal/fdp.html>.

Budget Period UM Cost Share:

Line Item	Dept ID	Department	Source	Direct Costs	Indirect Costs
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There are no items to display

Total Direct Cost Share - UM:	Total Indirect Cost Share - UM:	Total UM Cost Share:
\$0.00	\$0.00	\$0.00

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

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