A PAF can be cancelled during the following states:

- Proposal Preparation
- Unit Review
- Unit Review – Project Team Making Changes
- Reviewer Making Changes

Who Can Cancel A PAF: The UM PI and the Primary Research Administrator can cancel a PAF.

Important Information

- If you do not have the activity **Project Team Cancel PAF:**
  - Verify that you are the UM PI or the Primary Research Administrator (only these roles can cancel a PAF)
  - Verify that you are in a state that allows you to cancel the PAF (Proposal Preparation, Unit Review, Unit Review – Project Team Making Changes, Reviewer Making Changes).
  - If you need the PAF canceled while in another state than listed above use the activity **Project Team Request ORSP Action** to contact the ORSP for assistance to cancel the PAF.
- ORSP can restore a cancelled PAF upon request from the UM Principal Investigator (PI) or the Primary Research Administrator.

PAF Workspace

1. Click **Project Team Cancel PAF** from the PAF Workspace.
2. Optional, enter **Comments**. You may wish to enter information regarding the reason for the cancellation or who requested the cancellation. These comments appear in the Recent Activity section of the PAF Workspace.

3. Click **OK**.

**PAF Workspace**

4. Notice that the current state of the PAF is Cancelled and that the Activity, the Author, and the date the PAF was cancelled is logged in Recent Activity.

**Home Workspace**

5. Once a PAF has been cancelled, it is listed under the **Cancelled** tab on the Home Workspace.