

Project Team Cancel PAF

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 **Request DRDA Action** to contact the DRDA for assistance to cancel the PAF.
- DRDA 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.

Project Team Cancel PAF window

Project Team Cancel PAF

Implementing Electronic Proposal Management Systems: Dogs and Tricks Part 2 (09-PAF01753)

Enter comments in the text box (optional).
Click OK to complete the PAF cancellation process.
Click CANCEL to cancel this activity and close this window.

Comments:

3

- 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.
- Click **OK**.

PAF Workspace

The screenshot shows the PAF Workspace for 'Implementing Electronic Proposal Management Systems: Teaching New Tricks to Old Dogs'. The 'Current State' is 'Cancelled' (marked with a '4'). The 'Recent Activity' section shows a log entry: 'Project Team Canceled PAF' (marked with a '4') by 'Pat Admin' on '4/30/2009 2:00 PM EDT'. A red message states: 'According to the PAF, the proposal documents are not yet finalized. (Click Here for more information...)'

- 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

The screenshot shows the Home Workspace for 'Pat Admin'. The 'Cancelled' tab is selected (marked with a '5'). A list of PAFs is displayed with the following entry:

ID	Name	Date Modified	State	PI	Dept	Sp
09-PAF01753	Implementing Electronic Proposal Management Systems: Dogs and Tricks Part 2	4/30/2009 2:00 PM	Cancelled	Pinv	Mechanical Engineering	DAF

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