Hardship Requests

Hardships need be created, signed by the UM PI & then routed for approval. Hardship review:

- Hardships need to be reviewed by either Administrative Home of a PAF or its parent.
- The Dean’s office is not required to review the Hardship in eRPM. Business policies for individual units may vary.
- Only one department signature is needed on a hardship. As soon as the Administrative Home or its parent approves the hardship, it is routed to ORSP for approval.

This procedure details how to:

- Create a New Hardship Request
- UM PI Sign Hardship
- Route Hardship Request for Review

Important Information

- Hardships can only be created from the PAF Workspace. The only way to view information about the Hardship is from the PAF Workspace.
- Hardships can be requested in any state except Cancelled, Withdrawn, and Turned Down.
- Only the UM PI, Primary Research Administrator, and Reviewers from the Administrative Home Department can request a hardship.

Create a New Hardship Request

PAF Workspace

1. Using your Home Workspace find the PAF that needs a hardship created.
2. Click the Hardships tab on the PAF Workspace.
3. Click Create New Hardship Request.
New Hardship Request

4. Enter **Description**.
5. Enter **Justification**.
6. Optional, **Add** document(s) that support the justification.
7. Enter **Proposed Start and End Dates**.
8. Enter **Itemized Budget** (by general category), including indirect costs for the time period.
9. Optional, **Add** document(s) that support the itemized budget.
10. Enter **Indirect Cost Rate**.
11. Enter **Total Direct Amount Requested**.
   Optional, enter **Total Indirect Amount Requested**.
12. **Total Amount Requested** will display when the page is saved.
13. Click **Finish** to close page and return to the Hardship Workspace.
**Note:** **Save** saves page but you do not leave the page.
Hardship Workspace

14. To exit the Hardship Workspace, click the name of the PAF in the breadcrumb trail navigation. You will be returned to the PAF Workspace.

TIP: To notify the PI that the hardship request is ready for PI signature, you could use the activity Post a Comment for the Entire Project from the PAF Workspace. Be sure to select the PI as an email recipient.

PAF Workspace

15. Since a hardship has been created for the PAF, a message displays on the PAF Workspace.
PI Sign Hardship

PI signature is required in order to route the hardship request for unit review.

Hardship Workspace

1. Click the **Sign Hardship** activity from the Hardship workspace.

Sign Hardship Activity Window

**Beginning To End (09-PAF00579)**

By selecting Sign the Hardship and clicking OK, the undersigned certify, to the best of their knowledge and belief, that no Federal appropriated funds have been or will be paid to influence or attempt to influence the granting of this award. We certify the proposed work is consistent with University unit objectives and all faculty involved in the proposal have agreed to participate. We accept the obligations and commitments described, and agree to perform the work in accordance with University and sponsor policies.

Additional certification for DHHS funds: The PI assures that (1) that the information submitted within the application is true, complete, and accurate to the best of the PI's knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties, and (3) that the PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

2. Select **Sign the Hardship**.
3. Click **OK**.

4. The Sign Hardship activity is recorded in Recent Activity on the PAF Workspace.
5. To exit the Hardship Workspace, click the name of the PAF in the breadcrumb trail navigation. You will be returned to the PAF Workspace.
Route Hardship Request for Review

Hardship Workspace

1. Click the Route Hardship Request for Review activity from the Hardship workspace. **Note:** The Hardship Workspace is accessed by clicking on the Hardship tab on the PAF Workspace.

**Route Hardship Request for Review Activity Window**

2. Optional, enter Comments. These comments are permanent and cannot be changed. They will be displayed in Recent Activity on the PAF Workspace.

3. Click OK to send the hardship to the **Note:** An email notification, which includes your comments, is sent to the PAF email notification contact(s) in the requesting department after you click OK to complete this activity.

4. The hardship request moves to the state of Unit Reviewing Hardship Request and the Route Hardship Request for Review activity is recorded in Recent Activity on the PAF Workspace.

5. Click the name of the PAF in the breadcrumb trail navigation to exit the Hardship Workspace and return to the PAF Workspace.

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