

## 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 DRDA for approval.

This procedure details how to:

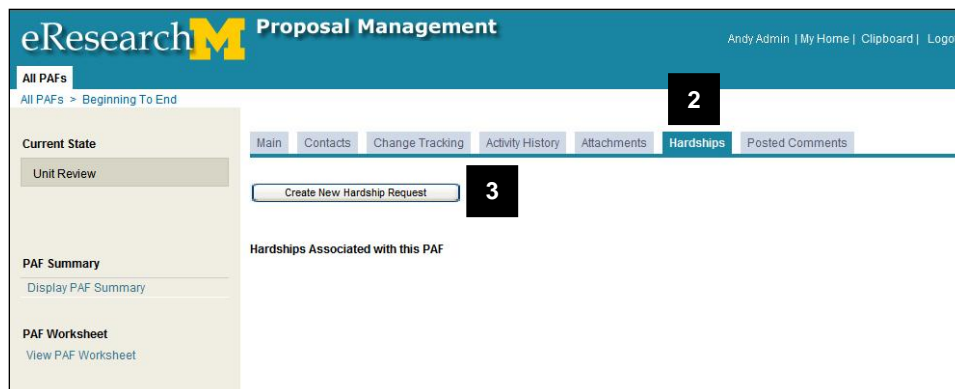
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### Important Information

- 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- Hardships can be requested in any state except Cancelled, Withdrawn, and Turned Down.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

**Hardship Request**

Complete all 4 questions of the Hardship Request. After all required questions are completed, the PI or Primary Administrative Contact will route the Hardship for Unit Review.

Required questions are noted with either:  
 \* Required to Save = Question must be completed before you can save and leave the page.  
 = Question must be completed before a proposal can be routed for approval.

**Hardship Request Form**

**1. Description \***

4

**HELP**  
Briefly describe the reason(s) a hardship account should be established for this project.

**2. Justification \***

5

6

**HELP**  
Describe any arguments for why you believe an award is forthcoming. Attach any pertinent correspondence with sponsors or project representatives, etc.

**3. Period of Hardship \***

Proposed Start Date: 7

Proposed End Date: 7

**HELP**  
The Period of Hardship is typically not more than three months.

**4. Itemized Budget \***

8

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10

**HELP**  
Enter an itemized budget (by general category), including indirect costs for the time period.  
All items must be allowable in accordance with the anticipated terms of the award. Please be specific if funds are requested for equipment or subcontractors.

Indirect Cost Rate: \*

Total Direct Amount Requested: \* \$0.00 11

Total Indirect Amount Requested: \$0.00

Total Amount Requested: \$0.00 12

13

Save | Print. Finish

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

The screenshot shows the 'Edit Hardship' workspace in the eResearch Proposal Management system. The 'Activities' section on the right contains a list of actions: 'Cancel Hardship Request', 'Route Hardship Request for Review', 'Sign Hardship', and 'Post a Comment'. The 'Sign Hardship' activity is highlighted with a black box containing the number '1'. An arrow points from this box to the 'Sign Hardship' activity in the list.

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

### Sign Hardship Activity Window

The screenshot shows the 'Sign Hardship' activity window. The window title is 'Sign Hardship' and the subtitle is 'Beginning To End (09-PAF00579)'. The main text reads: "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." Below this, there is additional certification text for DHHS funds. At the bottom left, there is a checkbox labeled 'Sign the Hardship:' with a black box and the number '2' next to it. At the bottom right, there are 'OK' and 'Cancel' buttons, with a black box and the number '3' next to the 'OK' button.

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

The screenshot shows the 'Recent Activity' section. It contains a table with the following data:

Activity	Author	Activity Date
Hardship Signed	Inez Investigator	6/10/2009 10:44 AM EDT

The 'Hardship Signed' activity is highlighted with a black box and the number '4' next to it.

4. The Sign Hardship activity is recorded in Recent Activity on the Hardship Workspace.

Hardship Workspace

**eResearch **M** Proposal Management** Inez Investigator | My Home | Clipboard | Logoff

All PAFs 5

All PAFs > Beginning To End > 09-PAF00579\_Hardship - Wed Jun 10 10:17:20 EDT 2009

**Current State** 5

Project Team Editing Hardship Request

**Edit Hardship**  
Edit Hardship Request

**Activities**  
Cancel Hardship Request  
Route Hardship Request for Review  
Sign Hardship  
Post a Comment

**Main** | Contacts | Activity History | Attachments | Posted Comments

**Parent Project Title**  
Beginning To End

**Parent DRDA Number**  
09-PAF00579

**Hardship Title**  
09-PAF00539 Investigator- Hardship 1

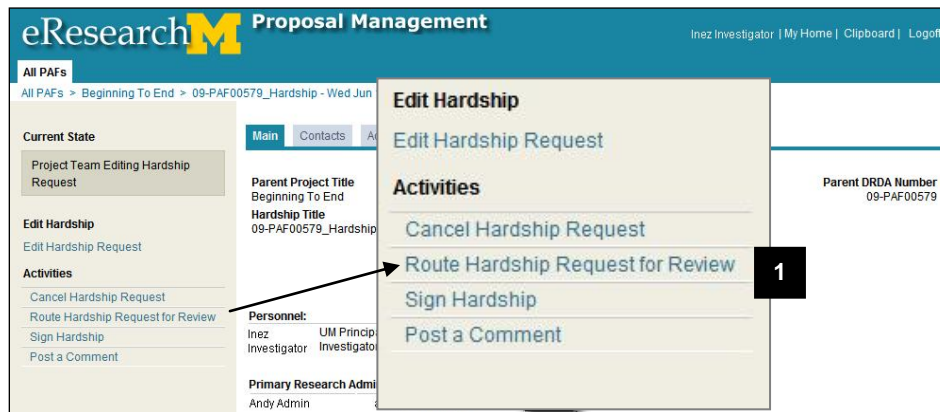
**Personnel:**

Inez	UM Principal Investigator	ineziny@umich.edu	734-██████
Andy Admin	Primary Research Administrator	abcd@umich.edu	734-██████

- 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 reviewing department for approval.

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

