

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:

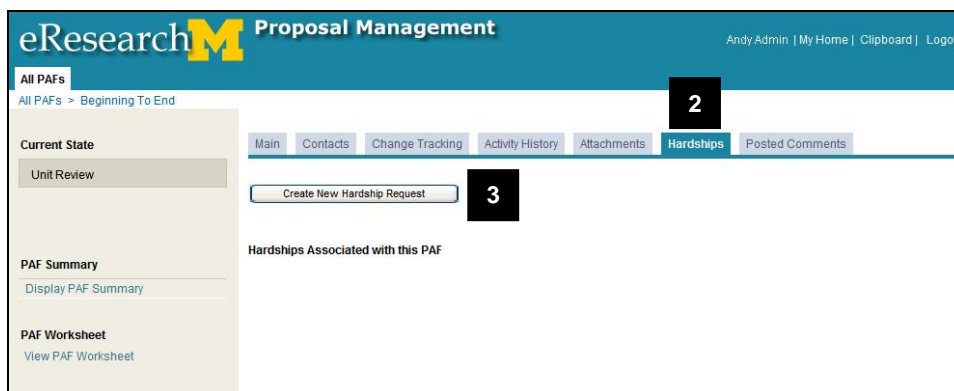
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Important Information

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- Hardships can be requested in any state except Cancelled, Withdrawn, and Turned Down.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

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

2. Justification *

5

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

6

name description
There are no items to display

3. Period of Hardship *

Proposed Start Date: 6

Proposed End Date: 6

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

4. Itemized Budget *

7

? 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.

8

name description
There are no items to display

9

Indirect Cost Rate: *

Total Direct Amount Requested: * \$0.00 10

Total Indirect Amount Requested: \$0.00

Total Amount Requested: \$0.00 11

12 Save | Print... Finish 13

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

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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

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ID	Name
HAR00000142	09-PAF00539 Investigator-Hardship1

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 main content area is titled 'Edit Hardship' and contains a list of activities: 'Cancel Hardship Request', 'Route Hardship Request for Review', 'Sign Hardship', and 'Post a Comment'. The 'Sign Hardship' activity is highlighted with a black box and the number 1. A red arrow points from the 'Sign Hardship' link in the left sidebar to the highlighted activity in the main content area. The sidebar also shows 'Edit Hardship Request' and 'Activities' sections. The top right of the workspace displays 'Parent PAF ID: 09-0404' and 'Hardship Number: HAR0001074'.

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 contains a certification statement: '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.' Below the text 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. The section title is 'Recent Activity' and the subtitle is 'See the Activity History tab for a list of all activities.' Below the subtitle is a table with three columns: 'Activity', 'Author', and 'Activity Date'. The first row of the table shows 'Hardship Signed' in the 'Activity' column, 'Inez Investigator' in the 'Author' column, and '6/10/2009 10:44 AM EDT' in the 'Activity Date' column. A black box with the number 4 is placed over the 'Hardship Signed' text.

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

Hardship Workspace

Current State 5

Project Team Editing Hardship Request

Edit Hardship

Activities

Parent Project Title: Beginning to End

Hardship Title: 09-0404 Herman - Hardship 2

Personnel:

Name	Role	E-Mail	Phone	Active
William Herman	UM Principal Investigator	wherman@umich.edu	734-763-2665	yes

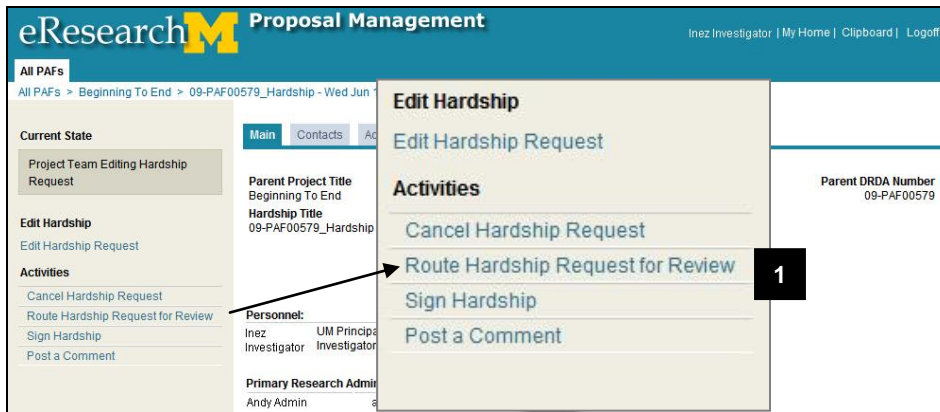
Primary Research Administrator: Ryan

Primary Post-Award Contact: Jennifer

- 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.