

Finalize for Submission to Sponsor

This document explains how to finalize for submission to sponsor in eResearch Proposal Management.

- The business practice allows a PI to complete his/her proposal while the PAF is being routed for approval.
- The proposal does not have to be finalized before the PAF is routed for review & approval.
- PAF can still be routed concurrent with or before the proposal completion process.
- Finalize proposal steps are designed to make it clear:
 - When the proposal document is finalized and ready for submission.
 - Who is expected to submit the final proposal document.
 - A common location for the final proposal document (sponsor required documents).

Who Can Finalize: Key & Administrative Personnel with edit rights can finalize for submission to sponsor.

Important Information



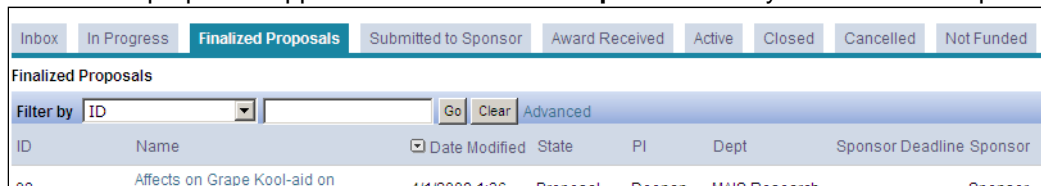
DRDA will not submit a proposal to a Sponsor until it has been finalized.



If the project team is submitting the proposal, the project team cannot log project submission until the proposal is finalized for the sponsor.



All finalized proposals appear in the **Finalized Proposals** tab of your Home Workspace.



Steps to finalize depend on:

- Who will submit the proposal
 - DRDA
 - PI/Project Team
- How the proposal will be submitted
 - All methods except Grants.gov using eResearch
 - Grants.gov using eResearch
 - Online System (e.g. Fastlane, proposalCentral)

When can you finalize the proposal?

- After the PAF has been routed for approval, you can finalize at any time using the **Finalize Proposal for Submission to Sponsor** Manage Data activity.
- If you have the final proposal, you can finalize when initially completing the PAF worksheet.

Topics:

- [Submission Instructions](#) Page 2
- Finalization Scenarios
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Submissions Instructions

Who will submit the proposal (DRDA or PI/Project Team) & how the proposal will be submitted impacts how you will finalize your proposal.

Submission instructions are first completed in the PAF Worksheet & can be maintained after the PAF is routed for review & approval.

PAF Worksheet Section 5. Supporting Information – Routing Instructions

1. Answer question **5.15 Will DRDA submit any proposal documents to the sponsor?**

Yes = DRDA will submit proposal to sponsor

No = PI/Project Team will submit proposal to sponsor.

2. Select all methods that will be used to submit your Proposal.

Note:

After you route the PAF for approval, Submission Instructions can be managed & changed using **Submission Instructions** under the **Manage Data** menu on the PAF Workspace.

Proposal Not Final When Completing PAF Worksheet

PAF Worksheet - Section 5. Supporting Information – Routing Instructions

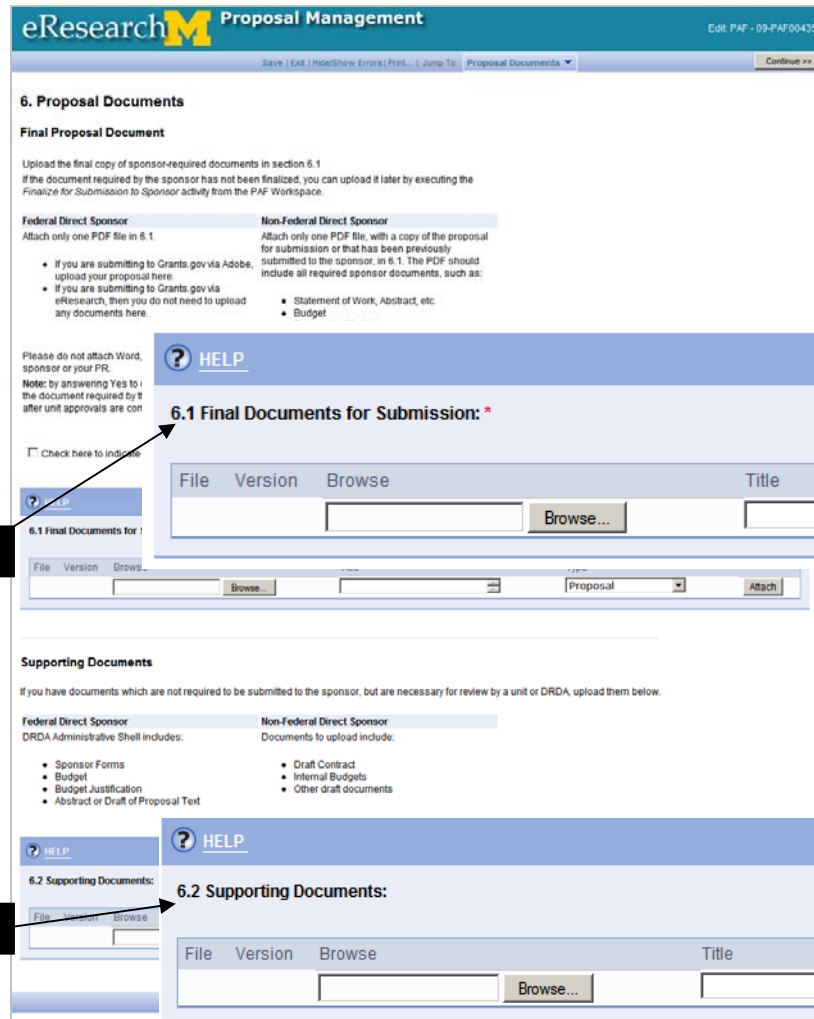


5.17 Are you ready to upload the final document for submission to the sponsor? * Required to Save

Yes No Clear



Proposal Documents



1. If your proposal is not finalized when you are completing the PAF, Select **No** for question 5.17 **Are you ready to upload the final document for submission to the sponsor?**

2. Do NOT attach sponsor-required documents in 6.1 **Final Documents for Submission** because your final proposal document is NOT complete & ready to be submitted to the sponsor.

3. Attach documents needed for UM Internal Review (Unit & DRDA Review) in **6.2 Supporting Documents**.

Important! Do NOT upload the Final Proposal documents here.

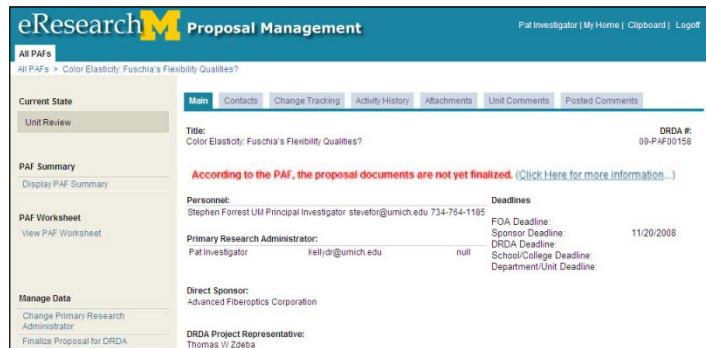
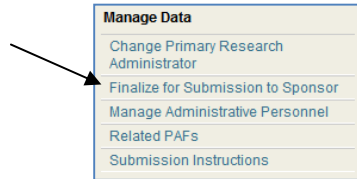
- For a **Federal Direct Sponsor** attach DRDA Administrative Shell which includes:
 - Sponsor Forms
 - Budget
 - Budget Justification
 - Abstract or Draft of Proposal Text
- For **Non-Federal Direct Sponsor** attach:
 - Draft Contract
 - Internal Budgets
 - Other draft documents The Administrative Shell is not submitted to the sponsor.

4. Complete the steps to route the PAF for approval. The proposal does not have to be finalized before you route for approval.

Finalize for Submission to Sponsor - After PAF Routed for Approval

Use the **Finalize for Submission to Sponsor** Manage Data activity to finalize the proposal after the PAF has been routed for approval.

- Your PAF could be in the Unit Review state or any of the DRDA states.



If you have not finalized your proposal and all DRDA Approvals have occurred, what happens next depends on your submission instructions.

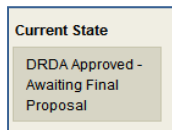
- If the submission instructions indicate that **PI & Project Team** will submit the proposal:



- DRDA will send PAF back to the PI & Project Team for proposal submission to sponsor
- PI & Primary Research Administrator will receive an email
- The proposal must be finalized before the submission can be logged.

A The PAF will be in the state:
Project Team Submission to Sponsor

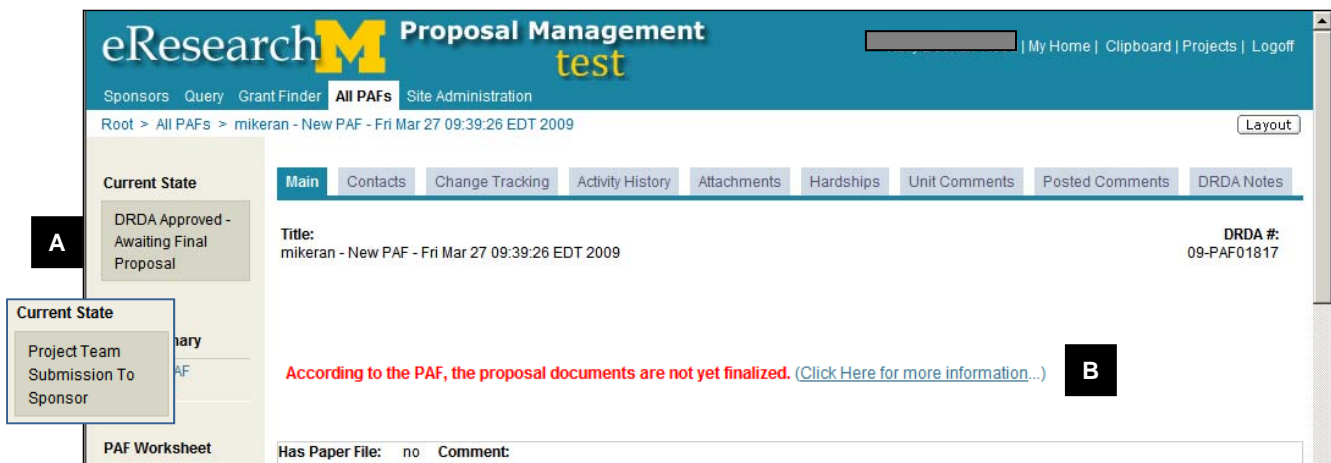
- If the submission Instructions indicate that **DRDA** will submit the proposal



- DRDA will send the PAF back to the PI & Project Team for proposal finalization
- PI & Primary Research Administrator will receive an email

A The PAF will be in the state:
DRDA Approved: Awaiting Final Proposal

B Regardless of who will submit to the sponsor if the proposal is not finalized, **“According to the PAF, the proposal documents are not yet finalized.”** appears on the PAF Workspace.



DRDA will not submit a proposal to a Sponsor until it has been finalized.



If the project team is submitting the proposal, the project team cannot log project submission until it is finalized.

DRDA Will Submit & Method Not Grants.gov using eResearch

This section explains the steps to finalize when DRDA will submit & the method is not Grants.gov using eResearch.

Methods could include:

- Adobe submission to Grants.gov
- Email to Sponsor
- Other Online System
- Commercial Courier
- Fax to Sponsor
- Other

PAF Workspace: Unit Review state

Note: Steps to finalize shown using the **Finalize Submission for Sponsor Manage Data** activity. Could also finalize from PAF Worksheet.

1. Click **Finalize for Submission to Sponsor** under the Manage Data menu.

Finalize for Submission to Sponsor

Hide/Show Errors | Print... | Jump To: Finalize for Submission to Sponsor [OK] [Cancel] [Apply]

Grape Kool-Aid Combating Flu in K-12 Population (09-PAF00570)

Attach only one PDF file.

- Please do not attach Word, Excel or multiple documents unless specifically indicated otherwise by the sponsor or your PR.

2 Please check here to confirm that the proposal is in its final form, the document required by the sponsor is present, or the Grants.gov forms (if applicable) are complete, validated, and ready for submission.
(How do I know my Grants.gov forms are complete and valid?)

Federal Direct Sponsor
Attach only one PDF file in 6.2.

- If you are submitting to Grants.gov via Adobe, upload your proposal here.

Non-Federal Direct Sponsor
Attach only one PDF file, with a copy of the proposal for submission or that has been previously submitted to the sponsor, in 6.2. The PDF should include all required sponsor documents, such as:

- Statement of Work, Abstract, etc.
- Budget
- Budget Justification

HELP

Final Documents for Submission:

File	Version	Browse	Title	Type	
		Browse...		Proposal	Attach
Delete Final_Proposal.pdf	0.01	Browse...	Final Proposal Document	Proposal	Attach

3

2. Indicate for DRDA that the proposal is final & ready to be submitted.

Note: Selecting the box means that YES the proposal is final and can be submitted at any time after unit & DRDA approvals are complete.

This check box changes the answer to question 5.17 **Are you ready to upload the final document for submission to the sponsor?** to **Yes** in the PAF worksheet.

3. Upload 1 PDF proposal document for submission to the sponsor, it should include all required sponsor documents, such as:

Notes:

- For Non-Federal Direct Sponsor, the PDF should include Statement of Work, Abstract, etc.; Budget; Budget Justification
- For Federal Direct Sponsor, attach 1 PDF. Attach 1 PDF if you submit to Grants.gov via Adobe.

Important! Do not attach Word, Excel or multiple documents unless specifically indicated otherwise by the sponsor or your PR.

Warning! Make sure to click Attach.

4. Click **OK**.
Proposal is finalized & ready for submission to the sponsor.

PAF Workspace: Unit Review State

The screenshot shows the 'Unit Review' state of a PAF workspace. A black box with the number '5' highlights a green message: "According to the PI/Project Team, the proposal documents have been finalized and are ready for submission to the sponsor." The interface includes navigation tabs like 'Main', 'Contacts', 'Change Tracking', 'Activity History', 'Attachments', 'Unit Comments', and 'Posted Comments'. The 'Personnel' section lists Stephen Forrest as the Principal Investigator and Kelly Dr. as the Primary Research Administrator. The 'Deadlines' section shows a Sponsor Deadline of 11/20/2008.

5. Message appears on the PAF Workspace that the Proposal is finalized & ready for submission to the sponsor.

After all reviews are complete this proposal can be submitted to the sponsor.

DRDA Will Submit Electronically via Grants.gov using eResearch

This section explains the steps to finalize when DRDA will submit & the method is eResearch Submission to Grants.gov.

PAF Workspace: Unit Review state

Note: Steps to finalize shown using **Finalize for Submission to Sponsor**. Could also finalize from PAF Worksheet.

1. Click **Finalize for Submission to DRDA** from Manage Data menu.

Finalize for Submission to Sponsor

eResearch **M Proposal Management** Edit: PAF - 09-PAF00570

Hide/Show Errors | Print... | Jump To: Finalize for Submission to Sponsor [OK] [Cancel] [Apply]

Grape Kool-Aid Combating Flu in K-12 Population (09-PAF00570) **4**

Attach only one PDF file.

- Please do not attach Word, Excel or multiple documents unless specifically indicated otherwise by the sponsor or your PR.

2 Please check here to confirm that the proposal is in its final form, the document required by the sponsor is present, or the Grants.gov forms (if applicable) are complete, validated, and ready for submission.
(How do I know my Grants.gov forms are complete and valid?)

Federal Direct Sponsor
Attach only one PDF file in 6.2.

- If you are submitting to Grants.gov via Adobe, upload your proposal here.

Non-Federal Direct Sponsor
Attach only one PDF file, with a copy of the proposal for submission or that has been previously submitted to the sponsor, in 6.2. The PDF should include all required sponsor documents, such as:

- Statement of Work, Abstract, etc.
- Budget
- Budget Justification

HELP

Final Documents for Submission:

File	Version	Browse	Title	Type
		<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	Proposal <input type="button" value="Attach"/>

- Indicate for DRDA that the proposal is final & ready to be submitted.
 - Selecting the box means that YES the proposal is final and can be submitted at any time after unit & DRDA approvals are complete.
 - This check box changes the answer to question 5.17 **Are you ready to upload the final document for submission to the sponsor?** to **Yes** in the PAF worksheet.
 - For Grants.Gov submissions in eResearch, you do not need to upload any documents.
- Grants.gov status needs to be "Valid for Submission"
 - An error will occur if it is not valid for submission.
 - To learn how to validate see the [Grants.gov in eRPM step by step procedure](#).
- Click **OK**.
Proposal is finalized & ready for submission to the sponsor.

eResearch **M** Query Grant Finder **All PAFs** Site Adminis

Root > All PAFs > Human Elasticity: How Str

Application Status

Valid for Submission **3**

Activities

Desc
Subm
PDF V
Track
Statu

PAF Workspace: Unit Review State

The screenshot shows the 'Unit Review' state of a PAF workspace. The interface includes a navigation menu with options like 'Main', 'Contacts', 'Change Tracking', 'Activity History', 'Attachments', 'Unit Comments', and 'Posted Comments'. The main content area displays the following information:

- Title:** Color Elasticity: Fuschia's Flexibility Qualities? (DRDA #: 09-PAF00158)
- Summary:** According to the PI/Project Team, the proposal documents have been finalized and are ready for submission to the sponsor. (A black box with the number '5' is overlaid on this text.)
- Personnel:** Stephen Forrest UM Principal Investigator: stevefor@umich.edu 734-764-1185
- Primary Research Administrator:** Pat Investigator, kellydr@umich.edu, null
- Deadlines:** FOA Deadline, Sponsor Deadline, DRDA Deadline, School/College Deadline, Department/Unit Deadline. The DRDA Deadline is listed as 11/20/2008.

5. A notice is added to the PAF Workspace indicating that the proposal has been finalized and is ready for submission.

PI & Project Team Will Submit

This section explains the steps to finalize when PI/Project Team will submit the proposal to the sponsor:

The project team cannot log project submission until the proposal is finalized.

PAF Workspace: Unit Review state

Note: Steps to finalize shown using **Finalize for Submission to Sponsor**. Could also finalize from PAF Worksheet.

1. Click **Finalize for Submission to Sponsor** under the Manage Data menu.

Finalize for Submission to Sponsor

2

4

3

2. Indicate that the proposal is final & ready to be submitted.
3. Upload 1 PDF of the final proposal document to keep a historical record.
! Make sure to click Attach.
4. Click **OK**.
Proposal is finalized & ready for submission to the sponsor.

PAF Workspace: Unit Review State

5

5. Message appears on the PAF Workspace that the proposal is finalized & ready for submission to the sponsor.

Activities

- Copy PAF Info to Grants-gov Forms
- Log Project Team Submission to Sponsor** (6)
- Send to DRDA for Submission to Sponsor
- Post a Comment for the Entire Project
- Clone PAF

Recent Activity

Activity	Author	Activity Date
Sent to Project Team for Submission to Sponsor	Pat PR	4/1/2009 4:06 PM EDT
DRDA Signing Officer Approved	Pat PR	4/1/2009 4:06 PM EDT
Complete Administrative Check	Pat PR	4/1/2009 4:06 PM EDT
Unit Approved	Unit Approver	4/1/2009 3:32 PM EDT
Unit Approved	Unit Approver	4/1/2009 3:30 PM EDT
Unit Approved	Unit Approver	4/1/2009 3:23 PM EDT
Unit Approved	Unit Approver	4/1/2009 3:07 PM EDT

- Project team can then log submission.

Directions:

http://www.umich.edu/~eresinfo/erpm/docs/PM_PT_LogSubmission_SS.pdf

Submission Method Electronically via Other Online System

This section explains the steps to finalize an electronic submission that either the PI & Project Team or DRDA will submit.

eResearch M Proposal Management

Hide/Show Errors | Print... | Jump To: | Submission Instructions

Change Submission Instructions

Grape Kool-Aid Combating Flu in K-12 Population (09-PAF00570)

Submission Method:

- eResearch submission to Grants.gov
- Adobe submission to Grants.gov
- Email to Sponsor
- Other Online System (e.g. Fastlane, proposalCENTRAL)
- Commercial Courier to Sponsor (FedEx, UPS, etc.)
- US Mail to Sponsor
- Fax to Sponsor
- Other

Will DRDA Submit this proposal? Yes No

Notes for DRDA:

PAF Workspace: Unit Review state

eResearch M Proposal Management

All PAFs

All PAFs > Grape Kool-Aid Combating Flu in K-12 Population

Current State

Unit Review

Title: Grape Kool-Aid Combating Flu in K-12 Population

PAF Summary

Display PAF Summary

According to the PAF, the proposal documents are not yet finalized. [Click Here for more info](#)

PAF Worksheet

View PAF Worksheet

Manage Data

Change Primary Research Administrator

Finalize for Submission to Sponsor **1**

Manage Administrative Personnel

Related PAFs

Submission Instructions

Principal Investigator(s): James House UM Principal Investigator jimhouse@umich.edu 734-764-6526

Primary Research Administrator: Pat Administrator pata@umich.edu null

Project Administrative Home: Epidemiology Department (458000)

Deadlines: FOA Deadline No Sponsor DRDA Deadline School/College Department/Unit

Sponsors:

Sponsor Name	Sponsor ID	Official Sponsor Name	Sponsor Type
Sponsor 1			Direct

Sponsor Programs:

Note: Steps to finalize shown using **Finalize for Submission to Sponsor**. Could also finalize from PAF Worksheet.

1. Click **Finalize for Submission to Sponsor** under the Manage Data menu.

Finalize for Submission to Sponsor

eResearch **M Proposal Management** Edit: PAF - 09-PAF00570

Hide/Show Errors | Print... | Jump To: Finalize for Submission to Sponsor [OK] [Cancel] [Apply]

Grape Kool-Aid Combating Flu in K-12 Population (09-PAF00570)

Attach only one PDF file.

- Please do not attach Word, Excel or multiple documents unless specifically indicated otherwise by the sponsor or your PR.

2 Please check here to confirm that the proposal is in its final form, the document required by the sponsor is present, or the Grants.gov forms (if applicable) are complete, validated, and ready for submission.
(How do I know my Grants.gov forms are complete and valid?)

3 Check here to indicate that the Final Proposal has been uploaded to the sponsor's system.

Federal Direct Sponsor	Non-Federal Direct Sponsor
Attach only one PDF file in 6.2.	Attach only one PDF file, with a copy of the proposal for submission or that has been previously submitted to the sponsor, in 6.2. The PDF should include all required sponsor documents, such as:
<ul style="list-style-type: none"> If you are submitting to Grants.gov via Adobe, upload your proposal here. 	<ul style="list-style-type: none"> Statement of Work, Abstract, etc. Budget Budget Justification

PAF Workspace: Unit Review State

eResearch **M Proposal Management** Pat Investigator | My Home | Clipboard

All PAFs
All PAFs > Color Elasticity: Fuschia's Flexibility Qualities?

Current State: Unit Review

5 According to the PI/Project Team, the proposal documents have been finalized and are ready for submission to the sponsor.

Personnel:	Deadlines
Stephen Forrest UM Principal Investigator: stevefor@umich.edu 734-764-1185	FOA Deadline: 11/20
Primary Research Administrator:	Sponsor Deadline:
Pat Investigator: kellydr@umich.edu null	DRDA Deadline:
	School/College Deadline:
	Department/Unit Deadline:

- Indicate that the proposal is final & ready to be submitted.
- Indicate that the proposal has been uploaded to sponsor system.
- Click **OK**.
- Message appears on the PAF Workspace that the Proposal is finalized & ready for submission to the sponsor.

Finalizing from the PAF Worksheet

Use the steps below to finalize your proposal documents when initially completing the PAF worksheet. It will still be in the Proposal Preparation state.



If your proposal is NOT ready to be finalized, use **Finalize for Submission to Sponsor** under Manage Data menu.

PAF Worksheet Section 5. Supporting Information

1. If your proposal is final when completing the PAF, select **Yes** for question 5.17 **Are you ready to upload the final document for submission to the sponsor?** on the PAF Worksheet.

Note: If not all documents associated with this proposal have been finalized, please answer no to question 5.17.

Answering YES to question 5.17 indicates to DRDA that the proposal is final and can be submitted at any time after unit & DRDA approvals are complete.

You can manage this page after you route for approval by executing **Finalize for Submission to Sponsor** under the Manage Data menu in the PAF Workspace.

Even if you validate SF424 (Grants.gov) forms, you still must finalize.

PAF Worksheet Final Proposal (Section 6. Proposal)

6. Proposal Documents

Final Proposal Document

Upload the final copy of sponsor-required documents in section 6.1. If the document required by the sponsor has not been finalized, you can upload it later by executing the Finalize for Submission to Sponsor activity from the PAF Workspace.

<p>Federal Direct Sponsor</p> <p>Attach only one PDF file in 6.1.</p> <ul style="list-style-type: none"> If you are submitting to Grants.gov via Adobe, upload your proposal here. If you are submitting to Grants.gov via eResearch, then you do not need to upload any documents here. 	<p>Non-Federal Direct Sponsor</p> <p>Attach only one PDF file, with a copy of the proposal for submission or that has been previously submitted to the sponsor, in 6.1. The PDF should include all required sponsor documents, such as:</p> <ul style="list-style-type: none"> Statement of Work, Abstract, etc. Budget Budget Justification
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Please do not attach Word, Excel or multiple documents unless specifically indicated otherwise by the sponsor or your PR.

Note: by answering Yes to question 5.17 and uploading a document here, you are indicating to DRDA that the document required by the sponsor is present, the proposal is final, and it can be submitted at any time after unit approvals are complete.

Check here to indicate that the Final Proposal has been uploaded to the sponsor's system and you are unable to upload any Final Proposal documents to eResearch.

6.1 Final Documents for Submission:

File	Version	Browse	Title
		Browse...	

Supporting Documents

If you have documents which are not required:

<p>Federal Direct Sponsor</p> <p>DRDA Administrative Shell includes:</p> <ul style="list-style-type: none"> Sponsor Forms Budget Budget Justification Abstract or Draft of Proposal Text 	<p>Non-Federal Direct Sponsor</p> <p>Documents to upload include:</p> <ul style="list-style-type: none"> Draft Contract Internal Budgets Other draft documents
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6.2 Supporting Documents:

File	Version	Browse	Title
		Browse...	

- If you have uploaded your submission to the sponsor system & cannot upload any documents here, click the checkbox to note this.
Note: You will only have this option if you selected "Other Online System (e.g. Fastlane)" for question 5.15 Submission Methods.
- Attach sponsor-required documents in 6.1 Final Documents for Submission.
 - For Non-Federal Direct Sponsor, the PDF should include Statement of Work, Abstract, etc.; Budget; Budget Justification
 - For Federal Direct Sponsor, attach 1 PDF.
 - Attach 1 PDF if you submit to Grants.gov via Adobe.
 - For Grants.Gov in eResearch, you do not need to attach a document, but you must validate. See Grants.gov in eRPM step by step procedure.

Important! Do NOT upload the internal documents here.

- Attach documents needed for UM Internal Review (Unit & DRDA Review) in **6.2 Supporting Documents**. For Adobe Grants.gov submissions and non-Grants.gov submissions, attach all final documents.

Important! Do NOT upload the Final Proposal documents here.

- For a **Federal Direct Sponsor** attach DRDA Administrative Shell which includes:
 - Sponsor Forms
 - Budget
 - Budget Justification
 - Abstract or Draft of Proposal Text
 - For **Non-Federal Direct Sponsor** attach:
 - Draft Contract
 - Internal Budgets
 - Other draft documents The Administrative Shell is not submitted to the sponsor.
- Complete the steps to route the PAF for approval. You have noted that the proposal is finalized. It can be submitted to the sponsor after all unit & DRDA reviews are complete.

PAF Workspace: Unit Review state

The screenshot shows the 'Unit Review' state in the eResearch Proposal Management system. The page title is 'eResearch M Proposal Management'. The user is logged in as 'Pat Investigator'. The current state is 'Unit Review'. The title of the PAF is 'Color Elasticity: Fuschia's Flexibility Qualities?'. The DRDA number is '09-PAF00158'. A green message states: 'According to the PI/Project Team, the proposal documents have been finalized and are ready for submission to the sponsor.' The personnel section lists Stephen Forrest as the Principal Investigator. The deadlines section lists the FOA Deadline, Sponsor Deadline (11/20/2008), DRDA Deadline, and School/College Deadline.

- After the proposal has been finalized for DRDA submission, **“According to the PI/Project Team, the proposal documents have been finalized and are ready for submission to the sponsor”** displays.