

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



ORSP 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.

PAFs	SUBKs	UFAs	In Progress	Finalized Proposals	Submitted to Sponsor	More...
<p>Finalized Proposals</p> <p>Filter ? ID ▼ <input style="width: 150px;" type="text" value="Enter text to search for"/> Go + Add Filter x Clear All</p>						

Steps to finalize depend on:

- Who will submit the proposal
 - ORSP
 - 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
 - [Proposal Not Final When Completing PAF Worksheet](#) Page 3
 - [Finalize Proposal for Submission to Sponsor - After PAF Routed for Approval](#) Page 4
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 - [PI/Project Team Will Submit](#) Page 9
 - [Submission Method Electronically via Other Online System](#) Page 11
 - [Proposal Final When Completing PAF Worksheet](#) Page 12

Submissions Instructions

Who will submit the proposal (ORSP 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

5. Supporting Information

Routing Instructions

5.14 Deadlines
FOA Deadline: 5/7/2011
Sponsor Deadline:
Early Deadline: no
Time:
ORSP Deadline:
School/College Deadline:
Department/Unit Deadline:

5.15 Will ORSP submit any proposal documents to the sponsor?
* Yes No [Clear](#)

5.16 Proposal Submission *
How will the proposal document be submitted from the university to the direct sponsor?
(select all that apply)

eResearch submission to Grants.gov (displays Grants.gov link on PAF workspace)

Other Online System (e.g. Fastlane, Grants.gov Workspace, proposalCENTRAL)

Email to Sponsor

Commercial Courier to Sponsor (FedEx, UPS, etc.)

US Mail to Sponsor

Fax to Sponsor

No Proposal Submission Required

Other

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

Yes = ORSP 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.

1

2

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.

Submission Instructions
Dynamic Test PAF (17-PAF12345)

* Proposal Submission:

eResearch submission to Grants.gov (displays Grants.gov link on PAF workspace)

Other Online System (e.g. Fastlane, Grants.gov Workspace, proposalCENTRAL)

Email to Sponsor

Commercial Courier to Sponsor (FedEx, UPS, etc.)

US Mail to Sponsor

Fax to Sponsor

No Proposal Submission Required

Other

ORSP submit any proposal documents to the sponsor? Yes No [Clear](#)

Please submit documents to Sponsor

Manage Data

Related PAFs

2 Submission Instructions

View Disclosure Information

Proposal Not Final When Completing PAF Worksheet

PAF Worksheet - Section 5. Supporting Information – Routing Instructions

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

Yes No **1**

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 proposal document for submission to the sponsor?**

Proposal Documents

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.

Federal Direct Sponsor	Non-Federal Direct Sponsor
Attach only one PDF file in 6.1.	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:
<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. 	<ul style="list-style-type: none"> Statement of Work, Abstract, etc. Budget Budget Justification

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 them after unit approvals are complete.

Check here to indicate that you are indicating to DRDA that the document required by them after unit approvals are complete.

6.1 Final Documents for Submission: *

File	Version	Browse	Title
		Browse...	

2

Supporting Documents

If you have documents which are not required to be submitted to the sponsor, but are necessary for review by a unit or DRDA, upload them below.

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

6.2 Supporting Documents:

File	Version	Browse	Title
		Browse...	

3

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 & ORSP Review) in **6.2 Supporting Documents**.

Important! Do NOT upload the Final Proposal documents here.

- For a **Federal Direct Sponsor** attach ORSP 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 ORSP states.



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

- If the submission instructions indicate that **PI & Project Team** will submit the proposal:
 - ORSP 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
 - The PAF will be in the state:
Project Team Submission to Sponsor
- If the submission Instructions indicate that **ORSP** will submit the proposal
 - ORSP will send the PAF back to the PI & Project Team for proposal finalization
 - PI & Primary Research Administrator will receive an email
 - The PAF will be in the state:
ORSP Approved: Awaiting Final Proposal
- 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.



ORSP 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.

ORSP Will Submit: Method—Not Grants.gov using eResearch

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

Methods could include:

- Email to Sponsor
- Other Online System
- Commercial Courier
- Fax to Sponsor
- Other

Submission Instructions

Dynamic Test PAF (17-PAF12345)

* Proposal Submission:

<input type="checkbox"/>	eResearch submission to Grants.gov (displays Grants.gov link on PAF workspace)
<input type="checkbox"/>	Other Online System (e.g. Fastlane, Grants.gov Workspace, proposalCENTRAL)
<input checked="" type="checkbox"/>	Email to Sponsor
<input type="checkbox"/>	Commercial Courier to Sponsor (FedEx, UPS, etc.)
<input type="checkbox"/>	US Mail to Sponsor
<input type="checkbox"/>	Fax to Sponsor
<input type="checkbox"/>	No Proposal Submission Required
<input type="checkbox"/>	Other

* Will ORSP submit any proposal documents to the sponsor? Yes No [Clear](#)

* Notes for ORSP:

Please submit documents to Sponsor

PAF Workspace: Unit Review state

Current State
Unit Review

PAF Summary
[Display PAF Summary](#)

PAF Worksheet
[View PAF Worksheet](#)

Manage Data

- [Finalize for Submission to Sponsor](#)
- [Manage Administrative Personnel](#)
- [Related PAF's](#)
- [Submission Instructions](#)
- [View Disclosure Information](#)

Status map

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

Main
Contacts
Change Tracking
Activity History
Attachments

Title:
MAIS Test PAF

Principal Investigator(s): _____

Deadlines

1

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

Dynamic Test PAF (17-PAF12345)

Attach only one PDF file.

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

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?)

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 below.

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

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

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

Final Documents for Submission:

File	Initial Upload	Last Upload	Version	Browse	Title	Type
<input type="button" value="Delete"/>	oppRFA-CA-08-025-2A-FORMS.xfd	12/4/2008 12:27 PM	12/4/2008 12:27 PM	0.01	<input type="button" value="Choose File"/>	Proposal
					<input type="button" value="Choose File"/>	Proposal

2. Check to confirm for ORSP 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 & ORSP 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 one 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, if you are submitting via Grants.gov Workspace, attach one PDF file of the final proposal.

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

Make sure to click **Attach!**

4. Click **OK**.

Proposal is finalized & ready for submission to the sponsor.

5. A message appears on the PAF Workspace: **“According to the PI/Project Team, the proposal documents have been finalized and are ready for submission to the sponsor.”**

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

ORSP Will Submit: Method—Grants.gov using eResearch

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

Submission Instructions
Dynamic Test PAF (17-PAF12345)

* Proposal Submission:

- eResearch submission to Grants.gov (displays Grants.gov link on PAF workspace)
- Other Online System (e.g. Fastlane, Grants.gov Workspace, proposalCENTRAL)
- Email to Sponsor
- Commercial Courier to Sponsor (FedEx, UPS, etc.)
- US Mail to Sponsor
- Fax to Sponsor
- No Proposal Submission Required
- Other

* Will ORSP submit any proposal documents to the sponsor? Yes No [Clear](#)

* Notes for ORSP:

jhol

Sponsor Contact Information:

Current State
Unit Review

PAF Summary
[Display PAF Summary](#)

PAF Worksheet
[View PAF Worksheet](#)

Manage Data

1

[Finalize for Submission to Sponsor](#)

[Manage Administrative Personnel](#)

[Related PAF's](#)

[Submission Instructions](#)

[View Disclosure Information](#)

Status map

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

Main | **Contacts** | **Change Tracking** | **Activity History** | **Attachments**

Title: MAIS Test PAF

Principal Investigator(s): _____ Deadlines _____

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

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

Finalize for Submission to Sponsor

Dynamic Test PAF (17-PAF12345)

Attach only one PDF file.

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

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?)

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 below.

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

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

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

Final Documents for Submission:

File	Initial Upload	Last Upload	Version	Browse	Title	Type

- Check to confirm for ORSP 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 & ORSP 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 Submission 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.
- A message appears on the PAF Workspace: **"According to the PI/Project Team, the proposal documents have been finalized and are ready for submission to the sponsor."**

eResearch **M**

Query Grant Finder **All PAFs** Site Admin

Root > All PAFs > Human Elasticity: How Str

Application Status

Valid for Submission **3**

Activities

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.

Submission Instructions
Dynamic Test PAF (17-PAF12345)

* Proposal Submission:

- eResearch submission to Grants.gov (displays Grants.gov link on PAF workspace)
- Other Online System (e.g. Fastlane, Grants.gov Workspace, proposalCENTRAL)
- Email to Sponsor
- Commercial Courier to Sponsor (FedEx, UPS, etc.)
- US Mail to Sponsor
- Fax to Sponsor
- No Proposal Submission Required
- Other

* Will ORSP submit any proposal documents to the sponsor? Yes No [Clear](#)

* Notes for ORSP:

Include details notes

Sponsor Contact Information:
[+ Add](#)

PAF Workspace: Unit Review state

Current State
Unit Review

PAF Summary
Display PAF Summary

PAF Worksheet
View PAF Worksheet

Manage Data

- 1** Finalize for Submission to Sponsor
- Manage Administrative Personnel
- Related PAFs
- Submission Instructions
- View Disclosure Information

Status map

Proposal Preparation → **Unit Review** → ORSP Review

According to the PAF, the proposal documents are not yet finalized (Click here for more info)

Main | Contacts | Change Tracking | Activity History | Attachments

Title: MAIS Test PAF

Principal Investigator(s): _____ Deadlines

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

Dynamic Test PAF (17-PAF12345)

Attach only one PDF file.

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

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 **Non-Federal Direct Sponsor**

Attach only one PDF file below.

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

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

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

Final Documents for Submission:

File	Initial Upload	Last Upload	Version	Browse	Title	Type
FinalProposal.pdf	11/30/2017 2:11 PM	11/30/2017 2:11 PM	0.01	Choose File		Proposal
				Choose File		Proposal

2. Check to confirm that the proposal is final and ready to be submitted.
3. Upload one 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.
5. A message appears on the PAF Workspace: **“According to the PI/Project Team, the proposal documents have been finalized and are ready for submission to the sponsor.”**
6. The Project team can then log submission. See instructions to **Log Project Team Submission to Sponsor**: 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 ORSP will submit.

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. Check to confirm that the proposal is final & ready to be submitted.

3. Check to indicate that the proposal has been uploaded to sponsor system.
4. Click **OK**.
5. A message appears on the PAF Workspace that says, “**According to the PI/Project Team, the proposal documents have been finalized and are 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

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

Yes No [Clear](#)

? HELP

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 ORSP that the proposal is final and can be submitted at any time after unit & ORSP 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 5.1
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.

Federal Direct Sponsor	Non-Federal Direct Sponsor
Attach only one PDF file in 6.1	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:
<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. 	<ul style="list-style-type: none"> Statement of Work, Abstract, etc. Budget Budget Justification

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 DIRDA 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.

2

6.1 Final Documents for Submission:

File	Version	Browse	Title
		3 Browse...	

Supporting Documents

If you have documents which are not required:

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

6.2 Supporting Documents:

File	Version	Browse	Title
		4 Browse...	

- If you have uploaded your submission to the sponsor system & cannot upload any documents here, check the box 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 one PDF.
 - Attach one PDF if you submit to Grants.gov.
 - 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 Final Proposal documents here.

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

For Grants.gov submissions and non-Grants.gov submissions, attach all final documents.

For a **Federal Direct Sponsor** attach ORSP 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 & ORSP reviews are complete.

- After the proposal has been finalized for ORSP submission, a PAF Workspace message displays: "According to the PI/Project Team, the proposal documents have been finalized and are ready for submission to the sponsor".