Log Project Team Submission to Sponsor

All submission methods are recorded in eResearch for a proposal that has been submitted to its sponsor. When the Project Team has submitted the proposal, the recording of the submission methods are accomplished using an activity called Log Project Team Submission to Sponsor. ORSP will not be able to begin processing an award unless this activity is completed.

Who Can Log Project Team Submission to Sponsor: Only the UM PI or Primary Research Administrator can complete the activity Log Project Team Submission to Sponsor.

Important Information

- If the Project Team has indicated on the PAF Worksheet that ORSP will submit, then ORSP will record the submission.

⚠️ The activity Log Project Team Submission to Sponsor is available only under the following conditions:
  - after ORSP review and approvals have been completed
  - proposal has been finalized (upload 1 PDF of the final proposal document when finalizing)
  - and the PAF/proposal in one of the following States:
    - Project Team Submission to Sponsor
    - Submitted to Sponsor
    - Negotiation in Progress

⚠️ When the proposal has been in the state of Project Team Submission to Sponsor for longer than 9 days, the PI and Primary Research Administrator will receive emails at 10, 20 and 30 days as a reminder to execute the activity.
1. Click the Log Project Team Submission to Sponsor activity from the PAF Workspace.

2. Note: this activity is available only after the proposal has been finalized. You will see the text in green on the PAF Workspace “This proposal has been finalized and is ready for submission.”

Log Project Team Submission to Sponsor Activity Window

3. Click Add.
Add Submission Dates and Methods

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Enter <strong>Submission Date</strong>.</td>
</tr>
<tr>
<td>5</td>
<td>Select <strong>Submission Method</strong>.</td>
</tr>
<tr>
<td>6</td>
<td>Optional, enter <strong>Submission Notes</strong>, <strong>Tracking Number</strong>, and <strong>Recipient</strong>.</td>
</tr>
<tr>
<td>7</td>
<td>Click <strong>OK</strong> to return to the Log Project Team Submission to Sponsor Activity Window.</td>
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</tbody>
</table>

8. Click **OK** to return to the PAF Workspace.
PAF Workspace

Notice that the State of the PAF is now **Submitted to Sponsor** and the activity is logged in Recent Activity.

If you need to add more submission dates and methods, repeat steps 1-8.