

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. DRDA 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 DRDA will submit, then DRDA will record the submission.



The activity Log Project Team Submission to Sponsor is available only under the following conditions:

- after DRDA 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.

PAF Workspace

Activities

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

Activity	Author	Activity Date ↓
Sent to Project Team for Submission to Sponsor	Pat PR	4/1/2009 4:05 PM EDT
DRDA Signing Officer Approved	Pat PR	4/1/2009 4:05 PM EDT
Complete Administrative Check	Sara Staff	4/1/2009 4:05 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

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

Log Project Team Submission to Sponsor

Methodology for Color Spectrum Analysis (09-PAF01200)

Complete the information to indicate the submission method(s) and date(s).
Click OK to save this information and log your submission.
Click CANCEL to cancel this activity and close this window.

Proposition Submission Dates and Methods:

Add 3


Submission Date	Submission Method	Submission Notes	Submission Tracking Number	Submission Recipient
There are no items to display				


OK Cancel

3. Click **Add**.

Add Submission Dates and Methods

Edit PRPSL_Submission Dates and Methods

Submission Date:  **4**

Submission Method:  **5**

Submission Notes: **6**

Submission Tracking Number:

Submission Recipient:

* Required **7**

4. Enter **Submission Date**.
5. Select **Submission Method**.
6. Optional, enter **Submission Notes, Tracking Number, and Recipient**.
7. Click **OK** to return to the Log Project Team Submission to Sponsor Activity Window.

Log Project Team Submission to Sponsor

Methodology for Color Spectrum Analysis (09-PAF01200)

Complete the information to indicate the submission method(s) and date(s).
Click OK to save this information and log your submission.
Click CANCEL to cancel this activity and close this window.

Proposal Submission Dates and Methods:

Submission Date	Submission Method	Submission Notes	Submission Tracking Number	Submission Recipient
<input type="checkbox"/> [Edit] 4/8/2009	Electronically via Email	these are the submission notes that I added.	GB45678	Sam Sponsor Secretary

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

PAF Workspace

eResearch **M** Proposal Management Andy Administrator | My Home | Clipboard | Logoff

All PAFs

[All PAFs](#) > [Methodology for Color Spectrum Analysis](#)

Current State

Submitted To Sponsor

PAF Summary

[Display PAF Summary](#)

PAF Worksheet

[View PAF Worksheet](#)

Manage Data

[Change Primary Research Administrator](#)

[Manage Administrative Personnel](#)

[Related Projects](#)

Activities

[Copy PAF Info to Grants-gov Forms](#)

[Project Team Request DRDA Action](#)

[Log Project Team Submission to Sponsor](#)

[Post a Comment for the Entire Project](#)

[Clone PAF](#)

Main
Contacts
Change Tracking
Activity History
Attachments
Hardships
Unit Comments
Posted Comments

Title:
Methodology for Color Spectrum Analysis **DRDA #:**
09-PAF01200

This proposal has been Finalized and is ready for submission.

Principal Investigator(s):
Stephen Forrest UM Principal Investigator stevefor@umich.edu 734-764-1185

Primary Research Administrator:
Andy Administrator aadm@umich.edu 734-764-XXXX

Sponsors:

PAF Sponsor Name	Sponsor ID	Official Sponsor Name	Sponsor Type
Physical Systems Inc			Direct

DRDA Project Representative:
Pat PR

Routing and Approval Status:

Department	Department ID	Approved?	Date Approved	Approval Note
Neurology Department	246000	yes	4/1/2009 3:07 PM	
Medical School	230000	yes	4/1/2009 3:23 PM	
LSA Physics	184500	yes	4/1/2009 3:30 PM	
LSA Dean: Dean's Office	174200	yes	4/1/2009 3:32 PM	

DRDA Approval Status:

DRDA Approval	Approved?	Date Approved	Approval Note
Administrative Check	yes	4/1/2009	Approved
Project Representative	yes	4/1/2009	Approved
Signing Officer	yes	4/1/2009	Approved

Recent Activity

See the Activity History tab for a list of all activities.

Activity	Author	Activity Date
Submission to Sponsor Logged by Project Team	Project Team	4/3/2009 10:44 AM EDT
Sent to Project Team for Submission to Sponsor	Project Team	4/1/2009 4:06 PM EDT

Deadlines

FOA Deadline:

Sponsor Deadline: 3/31/2009

DRDA Deadline:

School/College Deadline:

Department/Unit Deadline:

Recent Activity

See the Activity History tab for a list of all activities.

Activity	Author	Activity Date
Submission to Sponsor Logged by Project Team	Project Team	4/3/2009 10:44 AM EDT

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.

Last updated: 10/01/2009

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