Acknowledge Changes

Acknowledge is used to confirm that you are aware of the PAF changes have been made after your approval, and that you do not wish to suspend your prior approval.

This procedure assumes that you are already logged in to eResearch Proposal Management (eRPM). If you are not familiar with the login procedure, refer to the Login to eResearch Proposal Management Step by Step Procedure.

You will receive an email notification regarding the change only if you have elected to receive notifications. Contact your Unit Liaison regarding your email notification status.

REVIEW CHANGES (PAF Changes Since Approval)

Reviewer Home Workspace Approved tab

1. Click on the PAF Name to open the PAF Workspace.
2. Click the Approved tab.

Note: If you cannot locate the PAF:

- Make sure that you are viewing the correct workspace by looking for the bolded role title under My Roles.
- Make sure that you are on the Approved tab. The Home Workspace defaults to the Inbox tab when opened.
3. Click the **Activity History** tab and review the sequence of activities following your unit approval.

4. Click **Change Log** to view the details of the change. Refer to View Details of Changes Step by Step Procedure.

5. Optional, click **Display PAF Summary** to see the change in the content of the actual PAF.
1. Click **Acknowledge**. Notice that the PAF is listed under both organizational headers prior to acknowledging changes.

**Acknowledge window**

- **Acknowledge**

  Click OK to indicate acknowledgement of changes made to this project previously approved by your unit. Clicking OK will remove the project from the list of PAFs with Changes Since Approval. Select CANCEL to cancel this activity and keep the project in the list.

  This activity does not indicate approval of changes. If you disagree with the changes, use the Suspend Approval activity in the Project Workspace.

2. Click **OK** to indicate acknowledgement of changes. You are acknowledging your awareness of the changes.
The PAF is now listed once in your Home Workspace under Approved PAFs.