

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

The screenshot shows the eResearch Proposal Management interface. On the left, under 'My Roles', the 'Reviewer' role is circled in red. The main content area shows the 'Approved' tab selected. A table titled 'PAFs with Changes Since Approval' contains the following data:

ID	Name	Date Modified	State	PI	Dept	Sponsor Name	Sponsor Deadline	Changes
09-PAF00109	Color Elasticity: Blue's Flexibility Qualities?	11/7/2008 11:53 AM	DRDA Administrative Review	Forrest	Materials Science & Engin.	Advanced Fiberoptics Corporation	11/20/2008	Acknowledge Other

Below this table is another table for 'Approved PAFs' with similar columns. A '1' points to the PAF name in the first table, and a '2' points to the 'Approved' tab in the navigation bar.

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.

REVIEW CHANGES (PAF Changes Since Approval), CONT.

PAF Workspace Activity History tab

The screenshot shows the eResearch Proposal Management interface. At the top, there is a navigation bar with the eResearch logo and 'Proposal Management'. The user is logged in as 'Reese Reviewer'. Below the navigation bar, there is a breadcrumb trail: 'All PAFs > Color Elasticity: Blue Color Spectrum Flexibility Qualities?'. A '3' is placed over the breadcrumb text. Below the breadcrumb, there are several tabs: 'Main', 'Contacts', 'Change Tracking', 'Activity History', 'Attachments', 'Unit Comments', and 'Posted Comments'. The 'Activity History' tab is selected. On the left side, there are sections for 'Current State' (DRDA Administrative Review), 'PAF Summary' (Display PAF Summary, with a '5' over the link), and 'PAF Worksheet' (View PAF Worksheet). The main content area shows the 'Title' as 'Color Elasticity: Blue Color Spectrum Flexibility Qualities?' and the 'DRDA #' as '09-PAF00109'. Below this is the 'PAF History' table:

Activity	Author	Activity Date
Change Log	Kelly Doonan-Reed	11/10/2008 1:47 PM EST
Requested Changes Declined	Pat Investigator	11/7/2008 9:49 PM EST
Sent to Project Team for Changes	Thomas Zdeba	11/7/2008 4:53 PM EST
Requested Changes Declined	Pat Investigator	11/7/2008 3:29 PM EST
Sent to Project Team for Changes	Thomas Zdeba	11/7/2008 3:18 PM EST
DRDA Submitted Changes	drda Jan Marten	11/7/2008 11:53 AM EST
Change Log	drda Jan Marten	11/7/2008 11:53 AM EST
DRDA Making Changes	drda Jan Marten	11/7/2008 11:52 AM EST
Project Team Cloned PAF	Jan Marten	11/6/2008 4:16 PM EST
Unit Approved	Linda Forsyth	11/6/2008 3:17 PM EST

At the bottom of the table, there is a pagination control showing '1 of 2'.

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.

ACKNOWLEDGE CHANGES

Home Workspace Approved tab

The screenshot shows the 'Approved' tab selected in the 'PAFs with Changes Since Approval' section. The table below contains the following data:

ID	Name	Date Modified	State	PI	Dept	Sponsor Name	Sponsor Deadline	Changes
09-PAF00109	Color Elasticity: Blue's Flexibility Qualities?	11/7/2008 11:53 AM	DRDA Administrative Review	Forrest	Materials Science & Engin.	Advanced Fiberoptics Corporation	11/20/2008	Acknowledge Other

The 'Acknowledge' link in the 'Changes' column is highlighted with a black box containing the number '1'.

1. Click **Acknowledge**. Notice that the PAF is listed under both organizational headers prior to acknowledging changes.

Acknowledge window

The 'Acknowledge' dialog window contains the following text:

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.

The 'OK' button is highlighted with a black box containing the number '2'.

2. Click **OK** to indicate acknowledgement of changes. You are acknowledging your awareness of the changes.

ACKNOWLEDGE CHANGES, CONT.

Home Workspace Approved tab

The screenshot shows the eResearch Proposal Management interface. The top navigation bar includes the eResearch logo and 'Proposal Management'. The user is logged in as 'Reese Reviewer'. The main content area is titled 'Folder for Reese Reviewer' and has a sidebar with 'My Roles' (PI & Project Team, Reviewer, Unit Liaison) and 'Support Links' (Need Training?, Share Feedback, Sandbox Updates, Create New User). The main area has tabs for 'Inbox', 'Upcoming', 'Approved', 'Submitted to Sponsor', 'Active/Closed/Turned Down/Withdrawn', and 'Manage Departments'. The 'Approved' tab is selected, showing a table of 'PAFs with Changes Since Approval'. This table is currently empty, displaying 'There are no items to display'. Below this is a section for 'Approved PAFs' with a filter dropdown set to 'ID' and a search input. A table lists one approved PAF: ID '09-PAF00109', Name 'Color Elasticity: Blue Color Spectrum Flexibility Qualities?', Date Modified '11/10/2008 4:02 PM', State 'DRDA Administrative Review', PI 'Forrest', Dept 'Materials Science & Engin.', Sponsor Deadline '11/20/2008', and Sponsor 'Advanced Fiberoptics Corporation'. The name of the PAF is circled in red.

The PAF is now listed once in your Home Workspace under Approved PAFs.