

## Assign an Ad Hoc Reviewer

Based on the information provided in the PAF, the system determines which units the PAF and proposal package should be routed. The Unit Reviewers can send a PAF to a person who has not been previously designated as a Reviewer. Anyone who has an account in the system can be added as an Ad Hoc Reviewer.

**Who Can Assign Ad Hoc Reviewers:** For a department, anyone with **Reviewer** or **Reviewer Who Can Sign** access can assign ad hoc reviewers.

Contact your Research Unit Liaison if you need **Reviewer** or **Reviewer Who Can Sign** access.

### Important Information

- Ad Hoc Reviewers are given access to view and enter their review comments on the PAF. They are to use the Post Reviewer Comment activity.
- Ad Hoc Reviewers are not able to “approve” the PAF. This remains the responsibility of the Reviewers listed on the PAF.

### PAF Workspace Main tab

**Current State**  
Unit Review

**PAF Summary**  
Display PAF Summary

**PAF Worksheet**  
View PAF Worksheet

**Manage Data**  
Related Projects  
Submission Instructions

**Activities**  
Unit Approve  
**1 Assign Ad Hoc Reviewer**  
Reviewer Make Changes  
Reviewer Request Changes  
Post a Comment for the Entire Project  
Clone PAF

**Main** | Contacts | Change Tracking | Activity History | Attachments | Unit Comments | Posted Comments

**Title:** Color Elasticity: Blue's Flexibility Qualities? **DRDA #:** 09-PAF00109

**Personnel:**  
Stephen Forrest | UM Principal Investigator | stevefor@umich.edu | 734-764-1185

**Deadlines:**  
FOA Deadline: 11/20/2008  
Sponsor Deadline: 11/14/2008  
DRDA Deadline: 11/14/2008  
School/College Deadline:  
Department/Unit Deadline:

**Primary Research Administrator:**  
Pat Investigator | kellydr@umich.edu | null

**Direct Sponsor:**  
Advanced Fiberoptics Corporation

**DRDA Project Representative:**  
Thomas W Zdeba

**Routing and Approval Status:**

Department	Department ID	Approved?	Date Approved	Approval Note
Dbn Coll of Eng-Mechanical Eng	920200	no		Pending
Materials Science & Engin.	221800	no		Pending

1. Click the **Assign Ad Hoc Reviewer** activity from the PAF Workspace.

### Assign Ad Hoc Reviewer window

Assign Ad Hoc Reviewer

**Color Elasticity: Blue's Flexibility Qualities?(09-PAF00109)**

Click the Add button to invite one or more individuals to complete an ad hoc review of this proposal. Each individual will receive an email that includes a link to the study and the comments that you enter below. To remove an individual from the list, select the checkbox in front of their name and click Remove. Click OK to complete this activity. Click CANCEL to cancel this activity and close this window.

\* Ad Hoc Reviewers: **2**

First Name	Middle Name	Last Name	Username
There are no items to display			

Comments:

2. Click **Add**.

### Select One or More Persons window

Select One or More Per **3** **4** **5**

Filter by Last     **6**

Total Selected: 1  1-25 of 44

<input type="checkbox"/>	Last	First	Organization	Organization ID
<input type="checkbox"/>	Hakim	Mark	Internal Medicine Department	237000
<input type="checkbox"/>	Hakimi	Monica	Law School	410000
<input type="checkbox"/>	Kim	Jinsang	Materials Science & Engin.	221800
<input type="checkbox"/>	Kim	Shelley	Pediatric & Comm Diseases Dept	252000
<input type="checkbox"/>	Kim	Taehyung	Dbn Col of Eng-Electric & Comp	920400
<input type="checkbox"/>	Kim	Scott	Psychiatry Department	260000
<input type="checkbox"/>	Kim	Jong-Jin	Coll of Arch & Urban Planning	372100
<input type="checkbox"/>	Kim	Julee	LSA Mathematics	183000
<input type="checkbox"/>	Kim	Wonsuk	Dbn Coll of Eng-Mechanical Eng	920200
<input type="checkbox"/>	Kim	Clara	Internal Medicine Department	237000
<input checked="" type="checkbox"/>	Kim	Inchul	Dbn Coll of Eng-Mechanical Eng	920200
<input type="checkbox"/>	Kim	Boklye	Radiology Department	301000
<input type="checkbox"/>	Kim	Grace	Dbn CASL-Social Sciences	921400
<input type="checkbox"/>	Kim	Jennifer	Otorhinolaryngology Department	249000

Total Selected: 1  1-25 of 44

**7** **8**

3. Select the **Filter by** criteria.

**Note:** **User ID** is the uniqaune, **Project ID** is the DRDA (PAF) number.

4. Enter a keyword.

**Tip:** Use percent sign (%) as a wildcard character in filtering to specify parts of words. For example, searching for %kim% returns Hakim, Kim and Kimball.

5. Click **Go** to display the search results.

6. Click **Advanced** to allow 2 more **Filter by** criteria.

7. Select the Ad Hoc Reviewer you want to assign.

8. Click **OK**.

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**9**

\* Ad Hoc Reviewers:

First Name	Middle Name	Last Name	Username
<input type="checkbox"/> Inchul		Kim	inkim

Comments:

**10**

**11**

9. To **Add** additional ad hoc reviewers, repeat steps 3 through 7.


10. Add **Comments**.



These comments will be included in the email that is sent from eResearch to each Ad Hoc Reviewer.

11. Click **OK**.

Email sent to Ad Hoc Reviewer

From:  eresearch@umich.edu  
To: eresearchpm-test@umich.edu  
Cc:  
Subject: You have been assigned as an Ad Hoc Reviewer on a PAF

**eResearch Action Required. Please do not reply to this message.**

You have been assigned as an Ad Hoc Reviewer on the PAF referenced below.

**Comments:**  
Please review the lab space that is allocated to the PI.  
It is in your department and I would like you to check on the availability

**PAF Information:**  
**DRDA Number:** [09-PAF00769](#)  
**PAF Title:** (Marten) Turkish coffee and the effect on bunion reduction in males  
**PI:** Pat Investigator  
**Other Key Personnel:**

Conrad Investigator

**Project Administrative Home:** 227000 Nuclear Eng & Radiological Sci  
**Primary Research Administrator:** R. Research Administrator

**Routed for Unit Review and Approval:** 2/3/2009  
**Direct Sponsor:** Department of Energy  
**Sponsor Deadline:** 5/1/2009

**Action Required:**  
1. Click here to access the PAF: [09-PAF00769](#)  
You may be prompted to login using your unqiename and Kerberos password.  
2. Click Vew PAF Summary to review PAF contents and supporting documents.  
3. After review of PAF and proposal, click Post Reviewer Comment.

Notice that comments are included at the beginning of the email. Your comments provide necessary information as to what you need the reviewer to do.

When the ad hoc reviewer clicks on the link to the PAF, the PAF Workspace opens with a limited number of activities that are available to ad hoc reviewers.