

Reviewer - PAF Changes

In the state of Unit Review, a Reviewer or a Reviewer Who Can Sign (Approver) can make and submit their own changes or request that the project team make and submit the changes.

When a Reviewer submits a change, a notification is sent to the Principal Investigator (PI), Primary Research Administrator, and the email notification contact for departments who have already approved the PAF.

When a Reviewer requests a change, a notification is sent to the PI and Primary Research Administrator.

Important! When a reviewer requests a change from a PI/Project Team, that department cannot approve the proposal until the PI/Project Team submits the change.

Note: If you cannot locate the PAF:

- Make sure that you are viewing the correct workspace by looking for the bolded role title under **Roles**.
- Click the **Upcoming** tab. Any PAFs that will require your review but have not yet moved to your Inbox are located under this tab.
- Click on **All PAFs** and find the PAF. Refer to the *Find PAFs Step by Step Procedure* for more information on how to use the Filter by function.

REVIEWER MAKE CHANGES AND SUBMIT CHANGES

PAF Workspace Main tab

The screenshot shows the PAF workspace interface. On the left is a sidebar with sections: Current State (Unit Review), PAF Summary (Display PAF Summary), PAF Worksheet (View PAF Worksheet), Manage Data (Related Projects, Submission Instructions), and Activities (Unit Approve, Assign Ad Hoc Reviewer, Reviewer Make Changes, Reviewer Request Changes, Post a Comment for the Entire Project, Clone PAF). The main area has tabs: Main, Contacts, Change Tracking, Activity History, Attachments, Unit Comments, Posted Comments. Below the tabs, the PAF title and DRDA # are shown. A table of activities is displayed with columns: Department, Department ID, Approved?, Date Approved, and Approval Note. An arrow points to the 'Reviewer Make Changes' activity in the list.

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

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1. Click the **Reviewer Make Changes** activity from the PAF Workspace.

Make Changes Window

Reviewer Make Changes

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

Listed below are the pending departments for which you are a reviewer. Select the departments your changes will impact. Enter comments in the text box (optional). Click OK to put this PAF into an editable state. Click CANCEL to cancel this activity and close this window.

ID	Name	Associated Sections in This PAF
<input checked="" type="checkbox"/> 920200	Dbn Coll of Eng-Mechanical Eng	Space

Comments:

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2. Select the departments that your changes will impact.
3. Strongly recommended, enter **Comments** about the changes you a planning to make.
4. Click **OK** to return to the PAF Workspace.

Note: The PAF is moved to the state of Reviewer Making Changes.

PAF Worksheet Main tab

eResearch **M** Proposal Management Drew Buchanan | My Home | Clipboard | Logoff

All PAFs

All PAFs > Color Elasticity: Blue's Flexibility Qualities?

Current State

Reviewer Making Changes

PAF Summary

Display PAF Summary

PAF Worksheet

Edit PAF Worksheet

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

Personnel:	Stephen Forrest	UM Principal Investigator	stevefor@umich.edu	734-764-1185	Deadlines
Primary Research Administrator:	Pat Investigator	kellydr@umich.edu	null		FOA Deadline: 11/20/2008 Sponsor Deadline: 11/14/2008 DRDA Deadline: 11/14/2008 School/College Deadline: Department/Unit Deadline:

5. Click the **Edit PAF Worksheet** link from the PAF Workspace to make changes.

Note: Make sure you click Save on each page you change in the PAF Worksheet.

REVIEWER MAKE CHANGES AND SUBMIT CHANGES, cont.

PAF Workspace Main tab

The screenshot shows the 'eResearch Proposal Management' interface. The top navigation bar includes the user name 'Drew Buchanan' and links for 'My Home', 'Clipboard', and 'Logoff'. The main content area is titled 'All PAFs' and shows the current PAF: 'Color Elasticity: Blue's Flexibility Qualities?'. The 'Current State' is 'Reviewer Making Changes'. The 'Activities' menu is expanded, with 'Reviewer Submit Changes' highlighted by an arrow. The 'Personnel' section lists Stephen Forrest as the UM Principal Investigator. The 'Deadlines' section lists FOA, Sponsor, DRDA, School/College, and Department/Unit deadlines. A table below shows project items with columns for ID, Name, Status, and Action.

ID	Name	Status	Action
920200	Dbrn Coll of Eng-Mechanical Eng	no	Reviewer Making Changes
221800	Materials Science &	no	Pending

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6. Click **Reviewer Submit Changes** activity from the PAF Workspace.

Note: Changes will not be written to the PAF & viewed by everyone else with access to the PAF (e.g., project team, other Reviewers & DRDA) until they are submitted.

Submit Changes Window

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

Enter comments in the text box (required).
Click OK to submit your changes to the PAF.
Click CANCEL to cancel this activity and close this window.

Please select the department(s) for which you are submitting these changes.

Below is the list of departments for which reviewers are making changes. Please place a check next to the departments to which you are submitting changes.

ID	Name	Associated Sections in This PAF
<input checked="" type="checkbox"/> 920200	Dbn Coll of Eng-Mechanical Eng	Space

*Change Type:

- Budget or Budget Justification
- Cost Sharing
- Key Personnel
- Space/Resources
- Typos
- Research
- Other
- No Changes Made

*Comments:

The room number of the PI lab space changed.

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7. Select the department(s) on behalf of which you made changes.

8. Select a Change Type.

9. Enter **Comments** describing the changes made.

Note: The comments that you enter on this activity are included in the email notification sent PI, Primary Research Administrator, and any Reviewers who have already approved the PAF.

10. Click **OK**.

Note: The PAF is returned to the state of Unit Review.

REVIEWER REQUEST CHANGES

PAF Workspace Main tab

The screenshot shows the eResearch Proposal Management interface. The top navigation bar includes 'All PAFs' and 'Color Elasticity: Blue's Flexibility Qualities?'. The left sidebar contains sections for 'Current State', 'PAF Summary', 'PAF Worksheet', 'Manage Data', and 'Activities'. The 'Activities' section lists several actions, with 'Reviewer Request Changes' highlighted by a red box and an arrow. The main content area shows the PAF title, DRDA #, and a table of personnel and deadlines.

Personnel	UM Principal	734-764-	Deadlines
Stephen			Deadline: 11/20/2008
			Director Deadline: 11/14/2008
			Deadline: 11/14/2008
			Department/College Deadline: 11/14/2008
			Department/Unit Deadline:

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1. Click the **Reviewer Request Changes** activity from the PAF Workspace.

Request Changes

Reviewer Request Changes

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

Describe and/or upload the changes you want the Project Team to make to the PAF. Click OK to save your request and notify the Project Team. Select CANCEL to cancel this activity. Neither this activity or a response from the Project Team constitutes an approval. Approvals are only issued via the Unit Approve activity.

Select the departments on whose behalf you are request changes from the project team.

ID	Name	Associated Sections in This PAF
<input checked="" type="checkbox"/> 920200	Dbn Coll of Eng-Mechanical Eng	Space

*Comments: Please adjust the budget rate by 1.5% and upload revised budget documents.

Documents:

name	description
There are no items to display	

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2. Select the departments on behalf of which you are requesting changes from the project team.
3. Enter **Comments** explaining the change requested.

Note: The comments that you enter on this activity are included in the email notification sent to the PI and Primary Research Administrator.

4. Optional, **Add** Documents.
5. Click **OK**.

Note: This activity moves the PAF into the state of Unit Review-Project Team Making Changes. The PAF is now only editable by personnel listed on the PAF with edit rights. Once the changes have been submitted, the requesting department is able to continue the review and approval process.