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 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 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 viewing the correct workspace by looking for the bolded role title under My 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**

1. Click the **Reviewer Make Changes** activity from the PAF Workspace.
2. Select the departments that your changes will impact.

3. Strongly recommended, enter Comments about the changes you are planning to make.

4. Click OK to return to the PAF Workspace.

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

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.
6. Click **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 & ORSP) 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:

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Associated Sections in This PAF</th>
<th>Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>020200</td>
<td>Dept Coll of Eng-Mechanical Eng</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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.

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

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