Unit Review and Approve Hardship Request

- **Hardship Requestors:**
  Hardships can only be requested by the UM PI, Primary Research Administrator, and Reviewers from the Administrative Home Department.

- **Hardship Reviewers:**
  - Hardships need to be reviewed by either Administrative Home of a PAF or its parent.
  - The Dean’s office is not required to review the Hardship in eResearch Proposal Management (eRPM). Business policies for individual units may vary.
  - Only one department signature is needed on a hardship. As soon as the Administrative Home or its parent approves the hardship, it is routed to ORSP for approval.

This procedure details how to:

- Open a Hardship Workspace Page 1
- Review and approve a hardship request Page 2
- Deny or cancel a hardship request Page 5
- Request changes Page 6
- Post a comment on a Hardship Workspace Page 7

**Open Hardship Workspace**

**PAF Workspace**

1. Click the **Hardships** tab on the PAF Workspace.
2. Click the **Name** of the hardship.
3. Click View Hardship Request.

The Hardship Request is a one page view with links to attachments if any were uploaded.

4. Click Exit or Finish to close the view and return to the Hardship Workspace.
Hardship Workspace

5. Click the **Unit Approve Hardship Request** activity from the Hardship Workspace.

Unit Approve Hardship Request

6. Select **Approve Hardship Request**.

**Important!**
- Only one department signature is needed on a hardship. As soon as the Administrative Home or its parent approves the hardship, it is routed to ORSP for approval.
- The Dean’s office is not required to review the Hardship in eRP. Business policies for individual units may vary.

7. Optional, enter **Comments**. These comments will be displayed in Recent Activity on the PAF Workspace.

8. Click **OK**.

**Note:** An email notification, which includes your comments, is sent to the PI and Primary Research Administrator upon completion of the activity.
9. The hardship request moves to the state of ORSP Reviewing Hardship Request and the Unit Approved Hardship Request activity is recorded in Recent Activity on the PAF Workspace.

**Note:** Once the hardship request is approved, the activities to deny, cancel and request changes are no longer available.

10. To exit the Hardship Workspace, click the name of the PAF in the breadcrumb trail navigation. You will be returned to the PAF Workspace.
Cancel or Deny Hardship Request

Hardship Workspace

After reviewing the Hardship Request,

1. Click either the **Cancel Hardship Request** or **Unit Deny Hardship Request** activity from the Hardship Workspace. The activity window that appears works the same for both activities.

**Unit Deny Hardship Request Activity Window**

2. Enter **Comments** regarding your decision. These comments will be displayed in Recent Activity on the PAF Workspace.

3. Click **OK**.

**Note:** An email notification, which includes your comments, is sent to the PI and Primary Research Administrator upon completion of the activity.

The hardship request moves to the state of either Hardship Request Denied or Hardship Request Cancelled and the activity is recorded in Recent Activity on the PAF Workspace.

4. To exit the Hardship Workspace, click the name of the PAF in the breadcrumb trail navigation. You will be returned to the PAF Workspace.
Reviewer Request Changes

Hardship Workspace

After reviewing the Hardship Request,

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

Reviewer Request Changes Activity Window

2. Enter **Comments** describing the change you are requesting.

3. Optional, **Add** Documents.

4. Click **OK**.

**Note:** An email notification, which includes your comments, is sent to the PI and Primary Research Administrator upon completion of the activity.

The hardship request moves to the state **Unit Reviewer Requests Hardship Changes** and the activity is recorded in **Recent Activity** on the PAF Workspace.

5. To exit the Hardship Workspace, click the name of the PAF in the breadcrumb trail navigation. You will be returned to the PAF Workspace.
1. Click the Post a Comment activity from the Hardship Workspace.

**Post a Comment Activity Window**

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Beginning To End (09-PAF00579)

Enter comments in the text box (optional). Click Ok to post comments to this Hardship Request. Comments are permanent. Click CANCEL to cancel this activity and close this window.

Comments:
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2. Enter Comments. These comments will be displayed in Recent Activity on the PAF Workspace.

3. Click OK.