SUSPEND APPROVAL

If changes are made to a PAF after your unit approval or if other circumstances change prior to submission to sponsor, you have an option of “pulling back” your approval by using the Suspend Approval activity.

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 document.

Reviewer Home Workspace Approved tab

1. Click the Approved tab in your Home Workspace.
2. Click on the PAF Name to open the PAF Workspace.

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.
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 document.*

5. Optional, click **Display PAF Summary** to see the change in the context of the actual PAF.
SUSPEND APPROVAL

PAF Workspace Main tab

1. Click **Suspend Approval** from the PAF Workspace.
Suspend Approval window

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

Select the department(s) for which you are suspending approval.
Enter comments in the text box (optional).
Click OK to suspend your approval of this PAF.
Click CANCEL to cancel this activity and close this window.

Please select the department(s) for which you are suspending approval:

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Associated Sections in This PAF</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Dbn Coll of Eng-Mechanical Eng</td>
<td>Space</td>
</tr>
<tr>
<td></td>
<td>Dbn Research &amp; Spons Programs</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

2. Select the department(s) for which you are suspending approval.
3. Optional, enter **Comments**.
**Note:** Messages/notes/comments posted are permanent and visible to anyone with access to the PAF.
4. Click **OK**.

**PAF Workspace Routing and Approval Status table**

<table>
<thead>
<tr>
<th>Department ID</th>
<th>Department Name</th>
<th>Approved?</th>
<th>Date Approved</th>
<th>Approval Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>920200</td>
<td>Dbn Coll of Eng-Mechanical Eng</td>
<td>no</td>
<td></td>
<td>Pending</td>
</tr>
<tr>
<td>221600</td>
<td>Materials Science &amp; Engin</td>
<td>yes</td>
<td>11/6/2008</td>
<td>2:53 PM</td>
</tr>
<tr>
<td>920000</td>
<td>Dbn Coll of Eng &amp; Computer Sci.</td>
<td>no</td>
<td></td>
<td>Pending</td>
</tr>
<tr>
<td>916400</td>
<td>Dbn Research &amp; Spons Programs</td>
<td>yes</td>
<td>11/6/2008</td>
<td>3:02 PM</td>
</tr>
<tr>
<td>210300</td>
<td>CoE Research</td>
<td>yes</td>
<td>11/6/2008</td>
<td>3:17 PM</td>
</tr>
</tbody>
</table>

The table for Routing and Approval Status is updated to reflect that approval for the selected department(s) has been changed.

The **Unit Approve** activity is again available to you from the PAF Workspace. Refer to the **Unit Review and Approve** step by step document for more information.