

Unit Review and Approve

When a PAF moves from Proposal Preparation into the state of Unit Review, each Reviewer can access that PAF from their Home Workspace.

You will receive an email with a link to the PAF if you have elected to receive notifications. Contact your Unit Liaison regarding your email notification status.

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 Procedure*.

Who Can Approve the PAF: In order to approve a PAF for a department, you must have **Reviewer Who Can Sign** access. If you have **Reviewer** access you can see that PAF that needs to be reviewed, but you cannot approve.

For more information about how your Department is set-up, see the **Manage Departments** tab or contact your Research Unit Liaison.

Reviewer Home Workspace Inbox tab

The screenshot shows the eResearch Proposal Management interface. On the left sidebar, under 'My Roles', the 'Reviewer' role is circled in red. The main content area has several tabs: 'Inbox', 'Upcoming', 'Approved', 'Submitted to Sponsor', 'Active/Closed/Turned Down/Withdrawn', and 'Manage Departments'. The 'Inbox' tab is active. Below the tabs, there are sections for 'PAFs with Changes Returned' (empty), 'PAFs Ready for Review and Approval' (containing one item), and 'PAFs with Changes Requested' (empty). The 'PAFs Ready for Review and Approval' table has the following data:

ID	Name	Date Modified	State	PI	Dept	Sponsor Deadline	Sponsor	Receipt Date
09-PAF00158	Color Elasticity: Fuschia's Flexibility Qualities?	11/6/2008 7:23 PM	Unit Review	Forrest	Materials Science & Engin.	11/20/2008	Advanced Fiberoptics Corporation	

1. Click on the PAF Name to open the PAF Workspace.

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.

PAF Workspace

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Current State
Unit Review

PAF Summary
Display PAF Summary

PAF Worksheet
View PAF Worksheet

Manage Data
Related Projects
Submission Instructions

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

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

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

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

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

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

2. Click **Display PAF Summary**.

Note: You can submit your unit approval or request that the project team make changes either:

- Directly on the PAF Summary.
- By returning here to the PAF Workspace using the **Unit Approve** or the **Reviewer Request Changes** activities.

PAF Summary end of page



If the Unit Approve button is not displayed, the following reasons may be the cause:

- The PAF is in the state of Unit Review-Project Team Making Changes. When the project team submits their changes, the state is returned to Unit Review and the Unit Approve button will be available.
- You may not have the appropriate permissions as a signer. Contact your Unit Liaison regarding your account.

If you have completed your review and are ready to submit your approval,

3. Click **Unit Approve**.

3a. Select the department(s) for which you are granting approval

3b. Optional, enter **Comments**.

3c. Click **OK**.

If you identify changes that you would like the project team to make,

4. Click **Request Changes**.

4a. Select the departments on behalf of which you are requesting changes from the project team.

4b. Optional, enter **Comments**.

Note: Comments entered on this activity are included in the email notification sent to the PI and Primary Research Administrator.

4c. Optional, **Add Documents**. Refer to the *Attach Documents Step by Step Procedure* for more information on working with documents.

4d. Click **OK**.