Your Home Workspace allows you to manage department information for your assigned departments.

**Unit Liaison Proposal Management Home Workspace**

A Your available roles appear. If you have multiple roles (e.g., UL and Reviewer), click the role name to switch between roles. Your active role appears in bold. The role selected determines what is displayed in your Home Workspace.

B Tabs organize your Home Workspace into the following sections:

   - **Inbox** – Displays departments that have been assigned to you.

C **Department Information in need of Review** – Lists any departments assigned to you that have had a status change (e.g., department inactivated, or department added).

   **Important:** If you need a department added, contact the eResearch Proposal Management team via email eRPM.contact@umich.edu

   Although new departments are automatically added to the Proposal Management system, new departments cannot be automatically added to the Unit Liaison. The Unit Liaison must work with the Proposal Management team to establish the appropriate department roll-up structure.

D **Manage Department Information** – Lists all departments assigned to the Unit Liaison. Click **Manage Department** to display Reviewers, Reviewers Who can Sign, PAF Email Recipients, and PAN/PAC Email Recipients for the department.

E **Filter by** – Allows you to search for departments by ID (number) or name. Select a **Filter by** criteria, enter a keyword in the field, and click **Go**.

F **My Home** – Allows you to return to the first page of your Home Workspace from any workspace in the system.

G **Logoff** – Allows you to exit eResearch Proposal Management.