Unit Liaison Home Workspace

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

Unit Liaison Proposal Management Home Workspace

A Your available roles display
   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 Award Email Recipients for the department.

E Filter – 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 (under drop-down) – Allows you to exit eResearch Proposal Management.