

Unit Liaison Home Workspace

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

Unit Liaison Proposal Management Home Workspace

The screenshot shows the eResearch Proposal Management Home Workspace. At the top, there is a header with the eResearch^M logo and 'Proposal Management'. On the right, it says 'ul Kelly Doonan-Reed | My Home | Clipboard | Logoff'. Below the header, there are two buttons labeled 'F' and 'G'. The main content area is titled 'Folder for ul Kelly Doonan-Reed'. On the left, there is a sidebar with 'Roles' and 'Unit Liaison' (highlighted with callout A). The main area has two tabs: 'Inbox' (highlighted with callout B) and 'Manage Department Information' (highlighted with callout D). Under the 'Inbox' tab, there is a section 'Department Information in need of Review' with a table containing one row: 'LSA Study of Complex Systems' with ID '550400' and 'March 27, 2008 12:37:19 PM EDT'. Below this is a 'Filter by' section with a dropdown menu set to 'Name' (highlighted with callout E), a search input field, and 'Go' and 'Clear' buttons. Under the 'Manage Department Information' tab, there is another table with one row: 'LSA Study of Complex Systems' with ID '550400'. A 'Manage Department' link is present in both tables.

- 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.