Manage Department Information

As a Research Unit Liaison (UL) or a Unit Reviewer, you can maintain a list in eRPM of the people or groups who do the following for each Dept ID to which you are assigned:

- Reviews all PAFs, UFAs and subcontracts in eRPM for a particular Dept ID. Note: only ULs can add/remove Reviewers Who Can Sign (i.e., reviewers who can also approve for the Dept ID).
- Receives system emails for PAFs, project award and project change notifications, unfunded agreements and subcontracts. Note: only the Subcontract Email Notification option gives the person eRPM access.
- Acts as the department Contact for questions regarding proposal preparation, etc.
- Acts as a Unit Data Manager for a particular Dept ID. Only people with this access can use the Manage Unit Data activity in eRPM.

This list facilitates system functions, such as automated system notifications and the routing of PAFs, UFAs and subcontracts, as well as provides departmental contact information for project teams.

Important Information

Refer to your unit’s policy to determine who manages the department information in eRPM. Some units assign the UL to manage this information for all Dept IDs within the unit, but others may assign a Unit Reviewer to manage a particular Dept ID.

Navigation

1. Log into Proposal Management with your uniqname and Kerberos password from http://eresearch.umich.edu/.
2. Select either Unit Liaison or Reviewer, as applicable, under Roles in the left-side menu.

⚠️ The Home Workspace shows all the departments to which you are assigned. There are slight differences between the UL and Reviewer Workspace.

Unit Liaison – Home Workspace

3. Click Manage Department for the applicable Dept ID, then go to step 5.

Note: New departments appear in the Department in need of Review section as a flag for your immediate attention.

Reviewer – Home Workspace

3. Click the Manage Departments tab.
4. Click Manage Department for the applicable Dept ID.
Manage Department Page

<table>
<thead>
<tr>
<th>Unit Liaison(s)</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person-Title</td>
<td>Person-Title</td>
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<tr>
<td>Person-Title</td>
<td>Person-Title</td>
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</tbody>
</table>

Tip: Use the eRPM Contact Us page (http://www.umich.edu/~eresinfo/erpm/contact.html) to:

- Add a new department
- Change department routing roll-up (i.e., hierarchy)
- Change the Unit Liaison(s) for the department

Include names, Dept IDs, etc. in the request as applicable.

If a user isn’t found when searching eRPM, click Create A New User Account. See the Create an eResearch Account procedure for details.

5. Review the information on the Manage Department page.

6. To add a person/email group for any of the "roles" (e.g., Reviewers) displayed, click Add to search for and select a person/email group.

7. Select a Filter by criterion (e.g., Last) and enter a keyword (e.g., last name) in the field.

8. Click Go.

9. Select the person to add.

10. Click OK to add the person and return to the Manage Department page.

11. To delete a person/email group, click Remove next to the person or group’s name.

12. If applicable, uncheck the “in need of review” checkbox.

13. Click OK to save your work and return to your Home Workspace.