You can find Proposal Approval Forms (PAFs)/proposals/projects using either:

- **Filter By:** Search for PAFs in your Workspace tabs using Filter By.
  - The Filter by function is used to narrow a list of PAFs/proposals/projects that share specified criteria such as State or Principal Investigator (PI). You will find this function in your Home Workspace wherever there are PAFs/proposals/projects listed.

- **All PAFs:** Displays a list of all PAFs/proposals/projects that you have permission to view and/or edit. You have permission to view and/or edit based on whether you are:
  - Listed as Key Personnel
  - Listed as Administrative Personnel
  - A Reviewer for a department listed on PAF

### eResearch Home Workspace

1. Select **Filter** criteria.

**Notes:**
- ID is the ORSP number
- Name is the title
- PI is the UM Principal Investigator

2. Enter keyword.

**Tip:** Use a percent sign as a wildcard (%) to specify parts of word. For example, %Review will return all PAFs that are in the states of Unit Review and ORSP Review.

3. Click **Go**.

**Tip:** Click **Add Filter** to filter by more criteria.

**Note:** the Filter function is also available in any role Home Workspace, under any tab as long as at least one PAF/proposal/project is listed.
1. Click **All PAFs** from your Home Workspace.

**eResearch All PAFs**

2. Click on tab for **Created/Pending/Active PAFs** (all proposals & active projects) or **Closed/Withdrawn/Turned Down PAFs**.

Then, follow steps 1 through 3 from the Filter procedure on page 1.