Find PAFs/Proposals/Projects

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

**Filter By**

eResearch Home Workspace

1. Select **Filter by** 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**.

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Tip:

Click **Advanced** for 2 more filter by criteria.

**Note:** the Filter by 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.

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 Click on tab for **All Projects** (all proposals & active projects) or **Closed/Withdrawn/Turned Down PAFs**.

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