

Need Help?

Project information, FAQs, Contact Us link
<http://www.umich.edu/~eresinfo/pm.html>

Training (Online training, step-by-step procedures)
<http://www.umich.edu/~eresinfo/erpm/training.html>

Sandbox (System practice environment)
<http://www.umich.edu/~eresinfo/erpm/sandbox.html>

MAIS Help Desk (Technical support e.g., navigation, connectivity, system errors)

Phone: (734) 936-7000

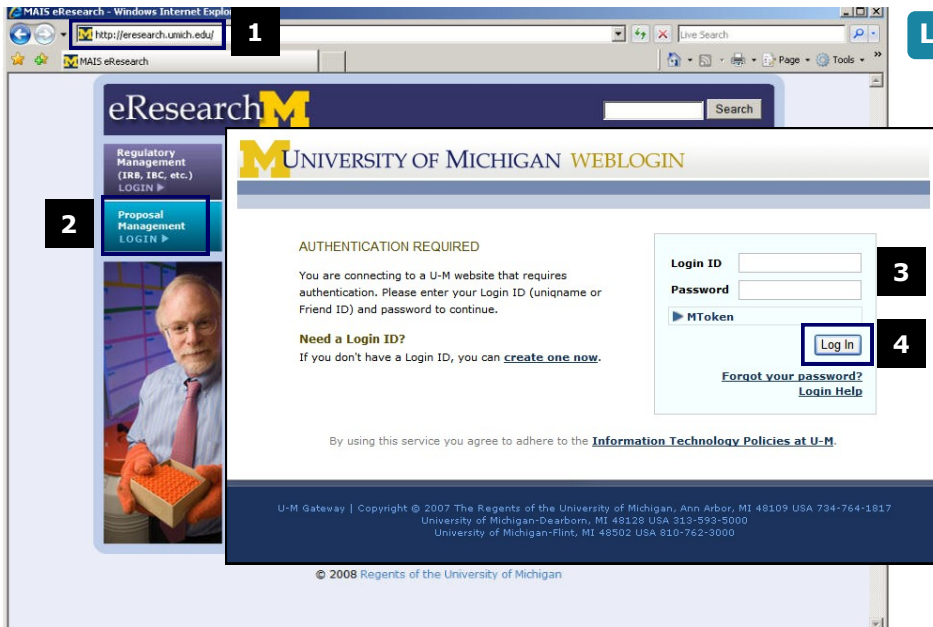
Hours: Monday-Friday 8:00am-5:00pm

DRDA Project Representatives

<http://research.umich.edu/contacts/drda/staff.html>

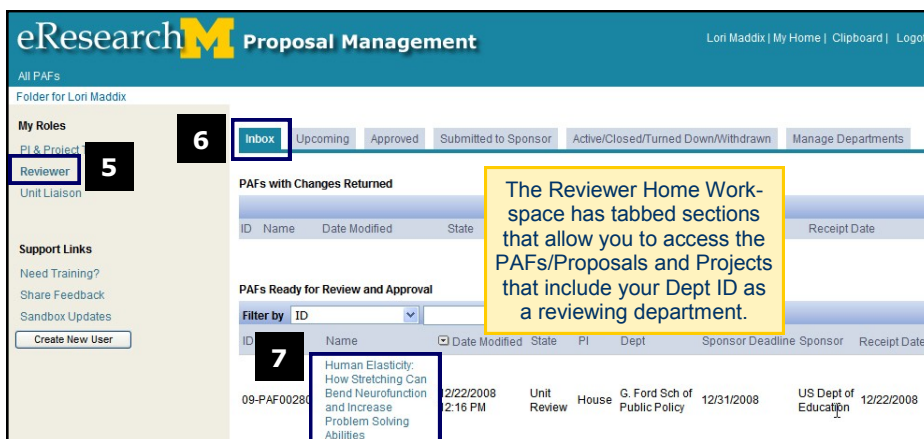
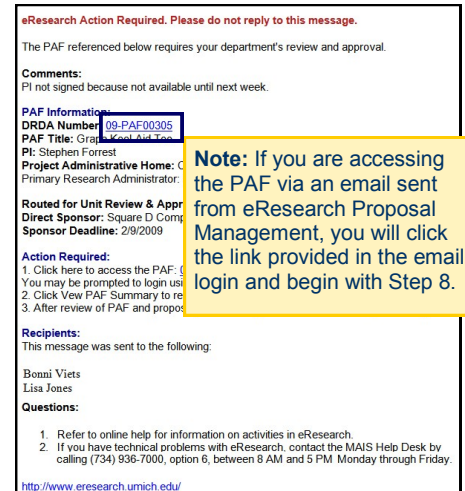
Phone: (734) 764-5500

Fax: (734) 763-4053, 764-8510



Login From eResearch Homepage

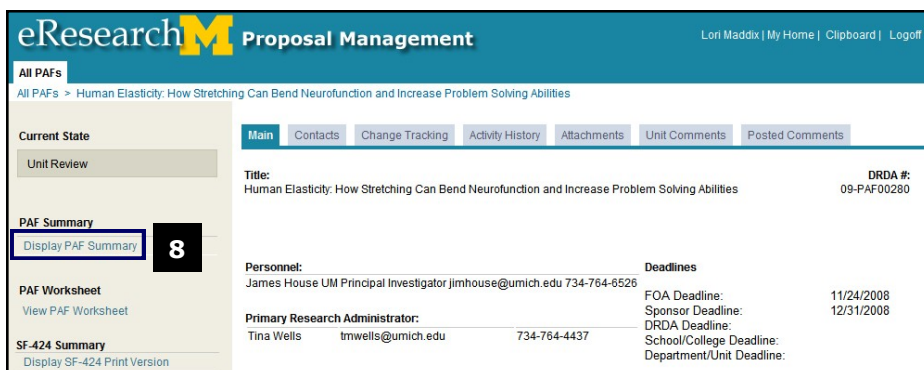
1. Go to <http://eresearch.umich.edu>.
2. Click **Login** in the Proposal Management box.
3. Enter your Login ID (username or Friend ID) and your password.
4. Click **Login**. Your Home Workspace opens.



The Reviewer Home Workspace has tabbed sections that allow you to access the PAFs/Proposals and Projects that include your Dept ID as a reviewing department.

Home Workspace

5. Click on **Reviewer** from Roles to open your Reviewer Home Workspace.
6. Click on **Inbox** to view PAFs that require your immediate action.
7. Click on the **Name**, i.e., title, of the PAF in your Home Workspace to open its workspace.



PAF Workspace

8. Click **Display PAF Summary** to begin your review.

Quick Reference Card for Reviewers

Unit Approve

Human Elasticity: How Stretching Can Bend Neurofunction and Increase Problem Solving Abilities(09-PAF00280)

Select the department(s) for which you are granting approval.
Enter comments in the text box (optional).
Click OK to grant your approval of this PAF.
Click CANCEL to cancel this activity and close this window.

Select the department(s) for which you are granting approval:

2 G. Ford Sch of Public Policy

Personnel with Effort Your unit will protect effort of faculty in your unit equal to levels proposed unless an alternate agreement is acceptable to the sponsor before award.

Administrative Home The undersigned certify, to the best of their knowledge and belief, that no Federal appropriated funds have been or will be paid to influence or attempt to influence the granting of this award. We certify the proposed work is consistent with University unit objectives and all faculty involved in the proposal have agreed to participate. We accept the obligations and commitments described, and agree to perform the work in accordance with University and sponsor policies.

Comments: **3**

Appointments with ineligible job codes:

First Name	Last Name	Title	Ineligible Job Code	Comment
There are no items to display				

Handling Instructions for DRDA: Project team will submit this proposal

4

1

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Reviewer Request Changes

Human Elasticity: How Stretching Can Bend Neurofunction and Increase Problem Solving Abilities (09-PAF00280)

Describe and/or upload the changes you want the Project Team to make to the PAF. Click OK to save your request and notify the Project Team. Select CANCEL to cancel this activity. Neither this activity or a response from the Project Team constitutes an approval. Approvals are only issued via the Unit Approve activity.

Select the departments on whose behalf you are request changes from the project team.

ID	Name	Associated Sections in This PAF
B <input type="checkbox"/> 64000	G. Ford Sch of Public Policy	Personnel with Effort, Administrative Home, Administrative Home

Comments: **C**

Documents: **Add** **D**

name	description
There are no items to display	

E

Unit Approve

1. Scroll to the end of the PAF Summary page and click **Unit Approve**.
2. Select the departments for which you are granting approval.
3. Optional, enter **Comments**.
4. Click **OK**.
5. Click **OK** to close PAF Summary.

NOTE: You will see the Unit Approve button only if you have signing authority for your department. Your Unit Liaison can help you set up the appropriate access.

If you are reviewing only, i.e., not submitting Unit Approval, you may use either Post a Comment for the Entire Project or Unit Comments to record information regarding your review.

Request Changes

Use when:

- You need to request that the PI & Project Team make a change during Unit Review
- A. Click **Request Changes** from the PAF Summary.
 - B. Select the departments on whose behalf you are requesting changes from the project team.
 - C. Optional, enter **Comments**.
 - D. Optional, **Add** documents.
 - E. Click **OK**.
 5. Click **OK** to close PAF Summary.

Additional Activities

Assign Ad Hoc Reviewer

1. From the PAF Workspace, click **Assign Ad Hoc Reviewer**.
2. Click **Add**.
3. Select **Filter by** criteria.
4. Enter keyword.

Filter by: Last

Last
 Deselect
 First
 Organization
 User ID
 Project ID

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Organization	First Name	Last Name
Unknown	A	A
UMH Ambulatory Care Pharmacy	Judith	Agesen
Aerospace Engineering	Christian	Aalburg
Unknown	Stephen	Aamodt

5. Select one or more persons.
6. Click **OK**.
7. Optional, enter **Comments**.
8. Click **OK**.

An email will be sent to the selected ad hoc reviewers which includes a link to the PAF.

Post a Comment for the Entire Project

1. Click the **Post a Comment for the Entire Project** activity on the PAF Workspace.
2. Enter **Comments**.
3. Optional, **add** document.
4. Optional, Select the people to notify from the list displayed.
5. Click **OK**.

Comments posted for the entire project can be viewed by anyone who has access to the project, are permanent, and appear in both the Recent Activity section of the PAF workspace and under the Activity History tab.

Unit Comments

1. Click the **Unit Comments** tab from the PAF Workspace.
2. Click **Edit** next to the Department for which you wish to leave comments.
3. Enter **Comments**.
4. Click **OK**.

Comments posted using Unit Comments are visible only to reviewers associated with that department.