Quick Reference Card for Principal Investigators

http://eresearch.umich.edu

**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

**ITS (MAIS) Help Desk** (Technical support e.g., navigation, connectivity, system errors)
Phone: (734) 764-4357 (4-HELP)
Hours: Monday-Friday 8:00am-5:00pm

**ORSP Project Representatives**
http://orsp.umich.edu/contacts/orsp/staff.html
Phone: (734) 764-5500
Fax: (734) 763-4053, 764-8510

**Login from eResearch Homepage**
1. Go to [http://eresearch.umich.edu](http://eresearch.umich.edu).
2. Click **Login** in the Proposal Management box.
3. Enter your Login ID (uniqname or Friend ID) and your password.
4. Click **Login**.
   Your Home Workspace opens.

**Home Workspace**
5. Click on **PI & Project Team** from Roles to open your PI 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.

**Note:** PAFs “not yet signed by PI” are listed twice in the Inbox.

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**This is for information only. No action required.**

The following comments have been posted for the PAF referenced below:

**Comments:**
- Ready for your signature
- Email Recipients:
  Stephen Forrest

**Posted by:** Jason Johnson

**PAF Information:**
- **ORSP Number:** OR-PAF00110
- **PAF Title:** Off-Label Uses for Grape: Kool-Aid
- **PI:** Stephen Forrest

**Project Administrative Home:** 216100 COE EECS - ECE Division
**Primary Research Administrator:** Jason Johnson

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PAF Workspace

8. Click Display PAF Summary to review the PAF information and attachments. The Sign PAF button is at the end of the summary. Or

   Click the Sign PAF activity from the PAF Workspace.

   NOTE: You will see the Sign PAF button or activity only if you are listed on the PAF as a UM Principal Investigator.

9. Read the Conflict of Interest Statement and answer the question below.

10. If needed, enter Comments. Required if you have a conflict of interest.

11. Read the Sign PAF statement.

12. Select the Sign the PAF and Conflict of Interest Statement box to electronically sign the PAF.

13. Click OK to complete your electronic signature.

PAF Workspace

- You have electronically signed the PAF and are returned to the PAF Workspace.

- You can at any time go back and use the Change Conflict of Interest activity to make changes to your conflict of interest.

- PAF Signed line has been added to the Recent Activity.

- PI who signed the PAF, e.g., Stephen Forrest, is the Author.