

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 Service Center Technical support e.g., navigation, connectivity, system errors)
 Phone: (734) 764-4357 (4-HELP)
 Email: 4Help@umich.edu

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

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: 09-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

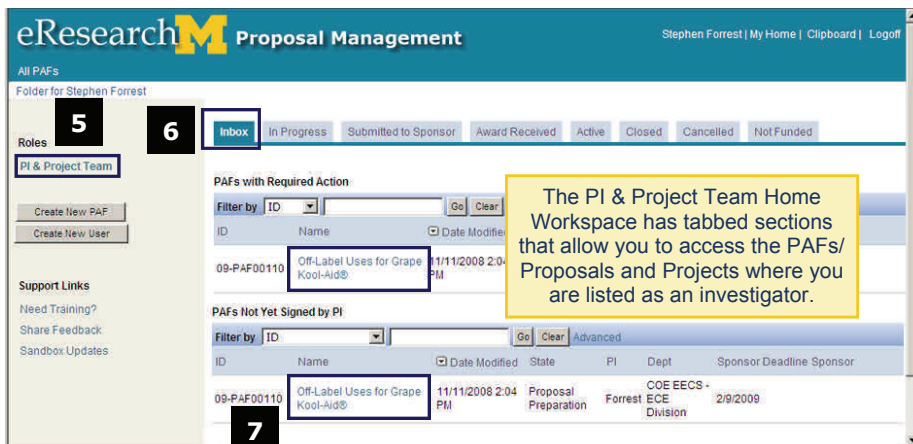
Note: If you are accessing the PAF via an email sent from eResearch Proposal Management, you will:

- Click the link provided in the email,
- Login using Steps 3 and 4,
- Proceed to Step 8.



Login From eResearch Homepage

1. Go to <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.

Quick Reference Card for Principal Investigators

8

PAF Workspace

- 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

10

11

12

13

Sign PAF

- Read the **Conflict of Interest Statement** and answer the question below.
- If needed, enter **Comments**. Required if you have a conflict of interest.
- Read the **Sign PAF** statement.
- Select the **Sign the PAF** box to electronically sign the PAF.
- Click **OK** to complete your electronic signature.

12

13

Activity	Author	Activity Date
PAF Signed	Stephen Forrest	11/11/2008 2:36 PM EST

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**.