eResearch Proposal Management (eRPM)
Pilot Conference Call

March 30, 2009
Agenda

- Introductions
- Announcements
- Status of Pilot Projects
- Issues found
- Additional comments from pilot participants
- Questions & answers
During the eRPM Pilot (from 11/17/08 – 3/29/09):
- 39 pilot proposals created in eRPM
- 37 submissions
- 14 Grants.gov system to system submissions
Finalize Proposal – New As of 3/30

- New Question – Supporting Information Section Routing Instructions page
  - If not all documents associated with this proposal have been finalized, please answer no to question 5.17.
  - DRDA cannot submit until proposal finalized.
  - Answering YES to question 5.17 indicates to DRDA that the proposal is final and can be submitted at any time after unit approvals are complete.
  - You can manage this page after you route for approval by executing the Finalize Proposal for DRDA activity in the Manage Data section of the PAF Workspace.
  - Even if you validate SF424 (Grants.gov) forms still must finalize
Finalize Proposal

- If answer yes to 5.17, have option to upload final proposal documents.
- Checkbox allows you to note if uploaded to sponsor system & cannot upload any documents here.
After proposal has been finalized for DRDA submission, “This proposal has been finalized and is ready for submission.” appears in PAF workspace. Anyone with access to the proposal can view this message.

Tip: If filling out the proposal with completed & final proposal, make sure you click the finish button on the last page, to properly update that your proposal is ready.
Finalize Proposal – New As of 3/30

- If not finalized for DRDA Submission, once the proposal in Unit Review “Proposal Has Not Been Finalized” displays on PAF Workspace
- Can update with Manage Data – Finalize Proposal for DRDA
Finalize Proposal – New As of 3/30

- If not finalized for DRDA Submission, once the proposal has been approved by DRDA goes to new state “DRDA Approved – Awaiting Final Proposal”
- Email will be sent to the Primary Research Administrator & UM PI that the proposal needs to be finalized
- “This Proposal Has Not Been Finalized” still displays on PAF Workspace
- Can update with Manage Data – Finalize Proposal for DRDA

This Proposal Has Not Been Finalized.
The remaining slides group pilot issues reported & update on status & workarounds. The groupings are:

- Proposal Preparation
- Unit Review
- Grants.gov
- Reviewer
- Emails from eRPM
- Award Notifications
● Adding Appointments for Key Personnel
  – Issue: faculty appointments at School/College, not at Department level
  – Work-around Create a future appointment for department level
  – Learn more: http://www.umich.edu/~eresinfo/erpm/add_help/2_3.html
- Request to add documents on the Ineligible Job Code Comment page

- Fix – Will be addressed in a future release
- Work-around – Upload document on Internal Documents page
6.2 Internal Documents page, inconsistency using delete button.

- Document was deleted using the delete button. Sometimes, when the user left the page and returned to the page the document was not deleted (still appeared on the page).
- Fix – We were not able to recreate this issue. Please report if encountered in the future.
Issues found – Proposal Preparation

- **Budget and Time Period – Validation Errors**
  Proposed budget's total direct cost share for sponsor must be greater than 0 to route proposal for approval. Project received permission to submit this pre-proposal through the system, but the budget is $0. Issue found with pre-proposal.
  - Workaround – Enter $1 to satisfy the requirement.
Problem with Uploaded Documents

- Uploaded documents did not have a file extension (e.g., budget) thus could not be opened or viewed by anyone else
- Mac users make sure your uploaded document includes file extension (e.g., budget.xls)
- Included this tip in training (Working with Documents) & online help.
  http://www.umich.edu/~eresinfo/erpm/docs/PM_attach_documents_SS.pdf
PAF Preparation Issues

- Space not found, e.g., clinical space
  - Added new option to address space not found
  - Lets people manually enter space & department
Unit Review

- Fixed - Routing Sequence Issues
- Fixed - Reviewers reviewing early (prior to its arrival in their Inbox) experienced problems with Making & Submitting Changes
Issues Found – Unit Review

- Fixed – Subproject/Grants Views Details or comments not displayed
  - Now when all detail visible when save line item
Read/Edit Rights Grants.gov Forms

- Read permission is required to view SF-424 Summary (either the print version or the PDF version after the PDF version is generated). Accessed from the PAF Workspace. (Addressed pilot issue)

- Edit rights give access to edit the Grants.Gov Forms. You will see the link from the PAF Workspace. Edit rights should be assigned in conjunction with Read rights. Without Read, the person will not be able to view it in order to edit.

- When a person does not have any Grants.gov rights, they will not see the Grants.gov links in the PAF Workspace.
• Fixes – Expected this week. Tested preview copy of 1.5, working on implementing into production.
  - 7 new Grants.gov forms available
  - Grants.gov .pdf version did not display as expected (not interleaved properly)
  - Agency: Not Elsewhere Classified (see next page – report if found)
  - Sub-award imports
    • On SF424 workspace for sub-awards will have a link to download zip file. Will have 10 potentials forms to download for appointees.
    • Then will be able to upload/import this information for appointees. Can upload/import as many times as needed.
    • Key is to have appointees validate PDFs before they send to you. You will not be able to upload/import unless the PDF has been validated.
● If see this Grants.gov – Agency “Not Elsewhere Classified”
  – Report this immediately if this occurs.
  – Would appear on cover page
  – When generate PDF version no agency listed
Reminder - Not all Grants.gov forms in eRPM

Check to see if your forms are available

- Required forms = Yes (form available)
- Optional forms = Yes (form available)

- Can use eRPM for system to system submission if all required forms are supported & all needed optional forms are supported.
- If no, to any required forms or needed optional forms, must submit using Adobe, will still need to compete PAF in eRPM for review & approval.

### FOA Information

<table>
<thead>
<tr>
<th>Agency:</th>
<th>National Institutes Of Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunity Name:</td>
<td></td>
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<tr>
<td>Opening Date:</td>
<td>8/3/2006</td>
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<tr>
<td>Funding Opportunity ID:</td>
<td>PAR-SS-R01</td>
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<tr>
<td>CDFA Number:</td>
<td></td>
</tr>
<tr>
<td>Yearly Direct Cost Limit:</td>
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</tr>
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<td>Max Years:</td>
<td></td>
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<tr>
<td>Electronic Submission Allowed:</td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Link to Announcement:</td>
<td>Information URL</td>
</tr>
</tbody>
</table>

#### Required Forms:

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Supported</th>
</tr>
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<tbody>
<tr>
<td>PHS 398 Checklist V1.1</td>
<td>yes</td>
</tr>
<tr>
<td>PHS 398 Cover Page Supplement V1.1</td>
<td>yes</td>
</tr>
<tr>
<td>PHS 398 Research Plan V1.1</td>
<td>yes</td>
</tr>
<tr>
<td>Research &amp; Related Other Project Information V1.1</td>
<td>yes</td>
</tr>
<tr>
<td>Research &amp; Related Project/Performance Site Locations V1.1</td>
<td>yes</td>
</tr>
<tr>
<td>SF424 (R&amp;R) V1.1</td>
<td>yes</td>
</tr>
<tr>
<td>Research &amp; Related Senior/Key Person Expanded V1.1</td>
<td>yes</td>
</tr>
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</table>

#### Optional Forms:

<table>
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<th>Supported</th>
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<tbody>
<tr>
<td>PHS 398 Cover Letter File V1.1</td>
<td>yes</td>
</tr>
<tr>
<td>PHS 398 Modular Budget V1.1</td>
<td>yes</td>
</tr>
<tr>
<td>Research &amp; Related Budget V1.1</td>
<td>yes</td>
</tr>
<tr>
<td>R&amp;R Subaward Budget Attachment Form V1.2</td>
<td>yes</td>
</tr>
</tbody>
</table>
Reminder - Copy PAF Info to Grants.gov Forms

Copy PAF Info to Grants.gov Forms

- PAF & grants.gov form set not automatically mapped. You need to actively copy information entered on PAF to grants.gov form set.
- Copies all PAF fields mapped to Grants.gov form set.

**Warning**! If you have entered information in these mapped fields, it will be copied over.

**Fix:** Added warning to the activity that lets you know that you will copy over information.
eResearch

Grants.gov – Work-Arounds

- Foreign location, required to include a zip code. Required to enter something or could not move on.
  - Problem with validation from agency. Contact the appropriate agency to report this issue.
- Zip code validation error
  - Zip code pulled from M-Pathways 12345-6789 (format)
  - Dash causes error when validate
  - Workaround remove dash
  - Being prioritized for a future release
- Indirect calculation doesn’t round to the nearest whole dollar
  - Fix – Need an enhancement from our vendor.
  - Workaround – you can manually do this yourself.
- PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION (Pulled from R&R Key person) - Position/Title is pulled from “Primary Work Location” from M-Pathways Human Resources.
  - Work around - Change this on the RESEARCH & RELATED Senior/Key Person (with Expanded) Profile page.

- Areas affected by project and Congressional district on the face page are blank.
  - Not automatically filled in because different for Dearborn & Flint.
• **Required documents/fields** (marked with a red asterisk *)
  
  - Requiring certain docs are uploaded before moving on to the next page. Not always possible as fill out the application in stages/pieces. E.g., required to upload a project summary. At the PAF stage, it is often draft.
  
  - **Fix** - Not able to change this in the immediate future.
  
  - **Workaround** - Remember you can use the Jump To list to skip between pages.

  - **Tip:** If you have a partially completed page, use the Jump To move to the next section. It will save a partially completed page.

  - **Warning:** If you try to click save or continue on a partially completed page you receive a warning.
- Entering data multiple budget years
  - When entering budgets, names don’t carry over from the Yr 1 budget sheet
  - Budget pages not prefilled after first one - it would be so nice if the text would prefill, not the numbers
  - Cognizant Federal Agency information only automatically entered in Yr 1. Had to enter it separately each year
    - Cannot be prefilled because when we create the SF424 we do not know how many budget periods.
Grants.gov – General Improvements

● Addressed
  – Problems generating print version – now break up print jobs & compile before printing so that print versions do not time out
  – Made it faster to validate Grants.gov forms
● PDF version is a “Review” copy not “Preview” of what is submitted
  – Addressed that attachments were not interleafed properly, but remember…
  – Each agency assembles on their end. E.g., we try to approximate what you will see at NIH Commons, but go to Commons for a preview copy.
● Process Clarification - Copy PAF Info to Grants.gov Forms, Complete Grants.gov forms, validate, finalize for DRDA submission
  ● See http://www.umich.edu/~eresinfo/erpm/docs/PM_GrantsGov.pdf
● Fixed - Once submitted to Grants.gov, the project status did not update as expected
● Fixed - Request for additional fields to be mapped from PAF to Grants.gov forms
● Fixed – Cover Page Supplement - Application Organization - Pulling address from PI & not DRDA Representatives.
● Fixed - Copy PAF information to Grants.gov forms Included a warning that information entered may be overwritten (strengthened training information)
● Fixed - Organization not prefilled (added Regents).
● Fixed - PR's phone and fax numbers
  – Problem with an extra Elaine Brock account, if encounter 111-222-3333 and 444-555-6666, Report. Working on identifying all PAFs where extra account used.
• Fixed - pulling key personnel on first budget page
  - Listed in the following order
    • PI
    • Sponsor PI
    • Participating Investigator with Effort
    • Note: Listed in alphabetical order by name within the categories above

• Fixed - F&A rate was pre-populated with 54.5%, now being pulled from the PAF
• Proposal budget dollars: Not formatted with comma’s after every three digits. Really hard to read large numbers.
  – Fix – Being prioritized for a future release.

• PAF Summary Printing
  – Problem printing full PAF Summary when using Firefox 2.
  – Fix – Not able to reproduce.
  – Work around- Use Firefox 3 or another browser, e.g., Internet Explorer, Safari.

• Email groups not all functioning properly
  – Email notifications not being sent to all email groups.
  – Fixed – Corrected email group settings.
Issues found – Submission to Sponsor

- Submission to Sponsor
  - PI/Project Team Submission to Sponsor
    - Fixed - Final Proposal uploaded in Project Team Log Submission to Sponsor activity did not display in set of Final documents
    - With new Finalize Proposal for DRDA Activity this has been addressed
      - Removed ability to upload final proposal with this activity
      - Final proposal uploaded in Manage Data - Finalize Proposal for DRDA – will appear in Final Documents
● **Project Team Sends**
  - Post a Comment for the Entire Project
    learn more:
    [http://www.umich.edu/~eresinfo/erpm/docs/PM_postcomment_SS.pdf](http://www.umich.edu/~eresinfo/erpm/docs/PM_postcomment_SS.pdf)
    ● Tip: When posting a comment, if you need an action taken, make sure you select an email recipient to notify the person you need something done.

● **eRPM system generates/sends email notifications**
  - PAF email notifications
    learn more:
    [http://www.umich.edu/~eresinfo/erpm/docs/Email%20Notifications.pdf](http://www.umich.edu/~eresinfo/erpm/docs/Email%20Notifications.pdf)
  - PAN/PAC email notifications
    learn more:
    [http://www.umich.edu/~eresinfo/erpm/docs/PANsPACs.html](http://www.umich.edu/~eresinfo/erpm/docs/PANsPACs.html)
Recipients listed in recent activity or click on activity name

Click on Documents/Tasks/Notifications to view recipients
• Reports of not being able to access links from Groupwise users
  – E.g., PAN/PAC award documents, direct link to PAF Workspace
  – Issue: Many email systems by default view only Plain Text messages
  – Workaround: Turn on ability to view html messages

• **WARNING!** Messages Forwarded in text email systems
  – Links break due to Plain Text system set-up
  – E.g., if you forward “PAF Ready for Review” email to your Reviewer that Can Sign, link is broken
    • Cannot click it or copy & paste into a browser
  – Workaround: Navigate to PAF/Project using Home Workspace
Award Notifications

- PAN/PAC sent to:
  - UM Principal Investigator
  - Sponsor Principal Investigator
  - Participating Investigators with Specified Effort
  - Administrative Contacts
  - Any person (or group e-mail address) listed as the PAN/PAC Notifiers for a unit (department) that was required to review the PAF.

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From: eresearch@umich.edu
Sent: Wednesday, December 17, 2008 2:11 PM
To: investigator_pat@umich.edu
Subject: Project Award Notice

The University Of Michigan
Division of Research Development and Administration
1056 Wolverine Tower
fax (734) 763-4053
Project Award Notice
DO NOT REPLY TO THIS MESSAGE. NO eRESEARCH ACTION REQUIRED

An award has been received and processed for the proposal identified below. A Project Award Notice (PAN) has been prepared and approved by DRDA. Both the PAN and the award are available from the eResearch project site. The project/grant and shortcode WILL NOT yet be active in the Financial and HRMS systems when you receive this message. You will receive a separate notice from Financial Operations when the numbers are activated.

Listed below are a number of things the Project Team can do before the Project/grant and shortcode are active.
Improvements made
- Subject line improved
- PAN text moved to improve printability
- PAN/PAC numbering improvements
- PAN/PAC email recipients listed in message

Learn more about PAN/PAC notifications from eRPM:
- http://www.umich.edu/~eresinfo/erpm/docs/PANsPACs.html
Manage Department Improvements

- Department hierarchy visually organized

 manage unit

LSA UG: Environment (173300)

Dean Approval IS required.

routes to...
- College of Lit, Science & Arts (174200)
- LSA Dean: Undergrad. Education (171300)

Approval hierarchy: LSA UG: Environment (173300)

If this unit is listed as the Administrative Home for any proposal, it should be the last to approve before the Dean’s Office during routing and approval:

<table>
<thead>
<tr>
<th>Unit Liaison(s)</th>
<th>Department</th>
<th>Is Backup Unit Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steven Beach</td>
<td>LSA Dean: Dean’s Office</td>
<td>yes</td>
</tr>
</tbody>
</table>
Clone PAFs Available

- Can clone/copy PAFs/Projects/Proposals from any state.
- Use to make templates.
- Learn more:  
  [http://www.umich.edu/~eresinfo/erpm/docs/PM_PT_ClonePAF_SS.pdf](http://www.umich.edu/~eresinfo/erpm/docs/PM_PT_ClonePAF_SS.pdf)
● We want to thank all of our pilot volunteers.
● Please let us know if you we missed anyone.
● Please send any updates to kellydr@umich.edu.