eResearch Proposal Management (eRPM)
Project Overview

April 17, 2009
- eResearch Proposal Management (eRPM)
- Phased implementation approach
- Input for eRPM design
- eRPM workflow
- eRPM implementation timeframe
- eRPM Training Opportunities
- Resources for more information
What is eRPM?

eResearch Proposal Management (eRPM) system is:

- New web-based system to accommodate internal routing, review, and approval of funding proposals to external sponsors.
- Federal Grants.gov proposals will be assembled, routed, and submitted directly in/from eRPM (for supported FOAs).
- Award information, including PANs and PACs is distributed and stored in the new system (effective 1/5/09).

eRPM data set

- PRISM data set retired all data converted & available in eRPM data set (effective 1/5/09)
- Contains new information entered in eRPM system
- Learn more: [http://www.research.umich.edu/proposals/prism/prism.html](http://www.research.umich.edu/proposals/prism/prism.html)
eRPM All Campus Release 3/30

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- **eRPM is now available for all campuses.**
  - [http://www.umich.edu/~eresinfo/erpm/docs/comms/09_0325_eRPMupdate.html](http://www.umich.edu/~eresinfo/erpm/docs/comms/09_0325_eRPMupdate.html)
  - Check with your unit on when they will require you to use eRPM.
  - Your unit may or may not accept electronic submissions prior to this date.
  - Contact your Research Unit Liaison with questions [http://www.umich.edu/~eresinfo/erpm/uls/ruls_list.html](http://www.umich.edu/~eresinfo/erpm/uls/ruls_list.html)

- **Many units have set unit specific dates & communicated as appropriate.**
  - Unit eRPM required dates:
    - [http://www.umich.edu/~eresinfo/erpm/docs/eRPM_unitdates_web.pdf](http://www.umich.edu/~eresinfo/erpm/docs/eRPM_unitdates_web.pdf)
eRPM System Features

- Simplification of the routing and approval process, e.g., based on information entered on PAF, the system figures out who needs to review the form
- Reviews and comments are all tracked together in one system
- Ability to track where a proposal package is in the review process
- Generate Grants.gov form set right in the system from information entered on PAF (if FOA is available/supported by Click Commerce – eRPM system vendor)
- Electronic system to system submission of supported Grants.gov forms.
Guiding Principles for Design & Development

- Reduce administrative burden on faculty and staff who prepare, review, and approve applications.

- Provide necessary proposal and award data for investigator, unit, and institutional management, serving as the single source for proposal and award data.

- Maintain a balance between minimum requirements needed to submit an application and desire for more institutional data.

- Maintain a balance between unit flexibility and institutional consistency with ease of use being the prevailing criterion.

- Maintain compatibility with existing institutional systems.

- Maintain maximum system transparency for all users.
● Phase 1 – Routing, approval, and submission of proposals to external sponsors, including Grants.gov
  - Electronic Proposal Approval Form (ePAF)
  - Grants.gov Proposal Preparation
  - Routing and Approval
  - Proposal Submission
    ● Grants.gov
    ● Non-Grants.gov External Sponsors
  - Award Notification
  - Data Warehouse

● Phase 2 – Internal system integration
  - Enhance functionality by integrating with existing systems, such as M-Pathways, eResearch Regulatory Management, PEERRS, and eSirius.

● Phase 3 – Routing, approval, and submission of proposals to internal funding sources

● Phase 4 – Budget development online tools
• Worked with variety of individuals from Ann Arbor, Flint & Dearborn campuses to develop & design eRPM
• Included:
  – Design Teams
  – Departmental Advisory Team
  – Research Unit Liaisons
Weekly design team meetings held to vet:

- **PAF/Proposal Tracking/Data Warehouse**
  - Judy Carrillo (Internal Medicine)
  - Linda Forsyth (College of Engineering)
  - Amy Rundquist (Statistics)
  - Kate Strzempek (DRDA)
  - Ann Verhey-Henke (School of Information)

- **Proposal Routing & Approval**
  - Pat Fink (ISR)
  - Heather Offhaus (Medical School)
  - Cathy Seay-Ostrowski (Transportation Research Institute)
  - Peggy Westrick (LSA)

- **Proposal Preparation**
  - Yvonne Barber (Epidemiology)
  - Bob Beattie (DRDA)
  - Kathy Hoskins (Mechanical Engineering)
  - Robin Losee (Medical School)
  - Carolyn Pappas (ISR)
  - Colleen Vogler (Molecular, Cellular, and Developmental Biology)
Goal: gather feedback regarding:
- PAF/Proposal Tracking
- Proposal Routing & Approval
- Proposal Preparation

Participation from:
- Eve Bernos (Nursing)
- Lori Bowden (Biostatistics)
- Drew Buchanan (UM - Dearborn)
- Kathy Devereux (Psychology)
- Diane Fiolek (Dermatology)
- Doreen Graden (Cariology)
- Michelle Hall (Social Work)
- Beth Lawson (Electrical Engineering and Computer Science)
- Lori Maddix (Public Policy)
- Mary Martinowicz (School of Natural Resource and Environment)
- Pennie Rutan (Pharmacy)
- Sonia Schmerl (Comparative Literature)
- Elizabeth Tropiano (Kinesiology)
- Bonni Viets (Materials Science and Engineering)
- Tina Wells (Physics)
Research Unit Liaisons

- Research Unit Liaison program for MAIS-supported research systems developed in conjunction with the development of the eResearch Proposal Management System (eRPM).

- Some of the Research Unit Liaison responsibilities to help with the implementation of eRPM include:
  - Keep their unit informed.
  - Provide feedback, special needs, and concerns from their units to the eRPM project team.
  - Maintain eRPM system routing & approval information for their unit.
  - Form and work with a Transition Team for their schools, colleges, or units.
  - Participate in an eRPM readiness assessment.
  - Identify staff members who will need training.

- For list see: http://www.umich.edu/~eresinfo/uls/erpm/ruls_list.htm
eRPM system workflow starts at proposal creation and continues through active project.
eRPM Workflow with Changes

eRPM system workflow accommodates making & managing changes.

1. PI/Research Administrator
   - Pls & Research Administrators collaborate on PAF & Admin Shell

2. Units
   - Unit reviewers (Department roll-up & reviewers/approvers) are calculated by the system using the information completed on PAF.
   - The system sends email notifications when it is a units turn to review/approve the PAF.

3. DRDA
   - DRDA reviews & approves proposal.
   - Proposal submitted to sponsor by DRDA or Project Team

4. Sponsor
   - Sponsor approves proposal.
   - Sponsor turns down proposal.

5. Award
   - DRDA Processes Award working with FINOPS & Contracts

6. Active
   - Project Research

Managing PAF/Proposal Changes

- Project team can make changes.
- Reviewer can request/make changes.
- All changes are logged.
- If a change is made after approval, party that already approved is notified.
- Project team is notified any time a change is made.

PAF & Administrative Shell

- Contains information about:
  - Personnel
  - Cost sharing
  - Space
  - Other Commitments
  - Subproject/grants
  - Administrative Home
# eRPM Implementation Timeframe

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- **Proposals March 30 2009 - Summer 2009**
  - All campuses will continue to use both eRPM & paper PAFs until Summer 2009.
  - Starting March 30, you will begin to receive items for review via eRPM from other units, if you have been designated as a ‘Reviewer’ or a ‘Reviewer who can Sign (i.e., Approver)’.
  - During the transition period, the rule for electronic versus paper review is as follows:
    - If the administrative home of a proposal has decided to use eRPM, you must complete your review in eRPM.
    - If the administrative home of a proposal has created a paper PAF, the review will still be completed on paper.
## eRPM Implementation Timeframe (Cont)

### Summer 2009

- Paper ePAF retired. All PAFs must be created and routed using eRPM.

### November 17, 2008 – March 2009

- Piloted with a small group of volunteers that represented a variety of project types from several school/colleges/units.

### January 5, 2009:

- DRDA started entering all PAFs into eRPM system
- All award notifications sent from eRPM system
  - learn more... [http://www.umich.edu/~eresinfo/erpm/docs/PANsPACs.html](http://www.umich.edu/~eresinfo/erpm/docs/PANsPACs.html)
- PRISM data set retired and replaced with eRPM data set
  - learn more... [http://www.research.umich.edu/proposals/prism/prism.html](http://www.research.umich.edu/proposals/prism/prism.html)
- PRISM on the web still available - renamed Sponsored Projects on the Web
  - learn more… [http://www.research.umich.edu/proposals/prism/prism.html](http://www.research.umich.edu/proposals/prism/prism.html)
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
● From pilot feedback, enhancements/changes made to eRPM in the following areas:
  - Proposal Preparation
  - Unit Review
  - New finalize proposal process
  - Grants.gov
  - Award Notifications
  - Training documents/classes
Some eRPM Pilot Observations…

- Received positive feedback about using eRPM.
- Pilot participants found training helpful.
- For summary of pilot observations & improvements, go to: [http://www.umich.edu/~eresinfo/erpm/docs/eRPM_Conf_Call_09_0330.pdf](http://www.umich.edu/~eresinfo/erpm/docs/eRPM_Conf_Call_09_0330.pdf)

- For those who attended training during the pilot, see list of enhancements/improvements made. [http://www.umich.edu/~eresinfo/erpm/rnotes/releasenote_v1.2.02.html](http://www.umich.edu/~eresinfo/erpm/rnotes/releasenote_v1.2.02.html)
● Onscreen Help
  – Brief directions on how to complete question with link to more information.

● Classroom sessions
  – Comprehensively cover PAF creation, the review process, the review routing table, making changes when a PAF is out for review, managing proposal data during unit review, how to review/approve, and PAN/PAC notifications.

● PAF online course
  – Just covers the creation of the PAF. Does not cover the review process, routing, or changes to the PAF.
● **Online training materials**

● Job Aids - print and keep by your side when using the system for quick tips and reminders.
  
  – PI Sign PAF/Conflict of Interest

  – PAF Creation/Completion

  – Proposal Review Basics
Questions about when to use eRPM or Unit Business Policy/Requirements

**Research Unit Liaison**

Technical support (e.g., navigation, connectivity, and system errors)

**MAIS Help Desk**
Phone: 734-936-7000, option 6
E-mail: maishelpdesk@umich.edu

Submission or sponsor specific questions

**DRDA Project Representatives**
Phone: (734) 764-5500
Fax: (734) 763-4053, 764-8510
Go to: http://eresearch.umich.edu
Sign-up to Receive eRPM Updates

- eRPM updates will be sent to:
  - eRPM-info user group
  - Formerly grants gov info

- If you are not part of eRPM-info, you can join.
  - Go to: http://directory.umich.edu/
  - Search for: eRPM-info
  - Bind
  - Join