

Project Award Notice - Description

Starting January 5, 2009:

- PAN & PAC award notifications are generated from the eRPM system & sent via email to investigators and campus administrators, specifically:
 - 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.
- **Important!** If you have junk or spam email filters, please add eresearch@umich.edu to your address book/contacts or safe/trusted senders list.
- The content of the award notification has not changed although the appearance is slightly different.
- The award notification is now in the text of an e-mail notification instead of an attached document.
- Links into the eRPM system will be included in the e-mail to provide access to the actual grant and contract documents.
- When you start to use the eResearch Proposal Management (eRPM) system, you will be able to view award notifications right in eRPM.
- The PAN is broken into three sections below to demonstrate the changes. To view an example of the full PAN, go to the end of this document.

Project Award Notice – Section 1

From: eresearch@umich.edu **A**

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

B 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.

- Share the PAN and copy of the grant or contract with others who need it.
- Review the PAN for the terms of the grant/contract.
- Review the grant or contract for terms and conditions, deliverables, special reports. **C**
- Set up internal record-keeping systems.
- Prepare 7471s to budget sub-project/grants, if relevant.
- Review faculty, staff and student appointments to prepare for appointment changes. Don't forget cost sharing appointments. Remember that material changes in effort impact effort certification; updated reports may be required.
- Prepare paperwork for item types, barcodes, and additional shortcodes if necessary.
- Prepare paperwork to request sub-contracts, if relevant. If sub-contracts were written into your proposal, the PAN should include a memo describing the process you need to follow to request a sub-contract.
- If the budget has been modified or a modular budget was submitted, a 7471 can be submitted to Sponsored Financial Operations before the project/grant is activated so that the budget is set up appropriately. (If your budget includes A-21 monitored expenses, the 7471 and justification should be directed to DRDA.)
- Follow the directions on the front of the PAN to change the statement recipient if necessary.
- Work with the Purchasing Department to request quotes for major equipment purchases.
- Request cost sharing transfers, if relevant.

If you have any questions about the above activities, please contact your Sponsored Programs Account Coordinator.

A. Notice that the sender is **eresearch.umich.edu**.

Note: If you use spam filters, please make a rule or exception so that you can receive emails from **eresearch.umich.edu**.

B. Statement that award has been received and processed by DRDA.

C. List of things project team can do before the project/grant and short code are activated.

Project Award Notice – Section 2

| | | | |
|----------|---|----------|-----------------------|
| E | To Principal Investigator: Pat Investigator | D | Date: 12/17/08 |
| | Unit (Department ID): Internal Medicine (236999) | | |
| | From DRDA Project Representative: F DRDA Project Representative, 734-555-5555, drda_pr@umich.edu | | |
| G | DRDA Number: 09-PAF12345 | | |
| | Project Title: Sample Project Title H | | |

- D.** UM Principal Investigator who received the award and date when processed.
- E.** Administrative Home for the project.
- F.** DRDA Project Representative contact for the award.
- G.** DRDA number.

Note: You may see 2 different DRDA number formats. All proposals that were created/entered in eRPM have the new DRDA number format: FY-PAF12345
e.g., 09-PAF12345

- H.** Project Title

Project Award Notice – Section 3

| | | | | |
|----------|--|----------------|---|--------------------------|
| I | Sponsors: | | | |
| | PAF Sponsor Name | Sponsor ID | Official Sponsor Name | Sponsor Type |
| | NSF | 909300 | National Science Foundation | Direct |
| | Direct Sponsor Award Reference Number: | | | |
| | Prime Sponsor Award Reference Number: | | | |
| | CFDA Number: | | | |
| | There are no items to display | | | |
| J | PGN No: | PGN | PGN Title | Short Cd |
| | | C123456 | Sample Project Grant Title | CS Short Cd |
| | | | | Parent? |
| | | | | yes |
| K | Class No: On-Campus Research (22000) | | | |
| L | Project Period Estimated Award: | \$6,552,000.00 | Project Period: | 12/17/2008 to 12/17/2009 |
| M | Award Documents: | | | |
| | Name | Version | | |
| | Award_Document.doc | 0.01 | | |
| N | Budget Period Authorization: | \$69,500.00 | Budget Period: | 12/17/2008 to 12/19/2008 |
| | | | No Cost Time Extension Date: | |
| | Indirect Cost Rate: | 26% | No Charges are allowed prior to: | 12/17/2008 |
| O | Financial Operations Project/Grant Coordinator: Amanda Administrator , 734-555-5555, amandaadmin@umich.edu ***The Primary Post-Award Contact is the only person who will receive any M-Pathways generated documents. If you wish to change the recipient of these documents, please contact the Financial Operations Project/Grant Coordinator. | | | |
| | There are no items to display | | | |
| P | Budget Period UM Cost Share: | | | |
| | Line Item | Dept ID | Department | Source |
| | | | | Direct Costs |
| | | | | Indirect Costs |
| | There are no items to display | | | |

- I.** Sponsor information
- J.** Project Grant information
- K.** Class code
- L.** Project period estimated award
- M.** Award document link. You can download a full copy of the award document.
Note: You will also be able to view award documents in the eRPM system (when you start using the system).
- N.** Budget Period Authorization
- O.** Financial Operations Project/Grant Coordinator
- P.** Budget Period UM Cost Share

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

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To Principal

Investigator: Pat Investigator

Date: 12/17/08

Unit (Department

ID): Internal Medicine (236999)

From DRDA Project

Representative: DRDA Project Representative, 734-555-5555, drda_pr@umich.edu

DRDA

Number: 09-PAF12345

Project

Title: Sample Project Title

Sponsors:

| PAF Sponsor Name | Sponsor ID | Official Sponsor Name | Sponsor Type |
|------------------|------------|-----------------------------|--------------|
| NSF | 909300 | National Science Foundation | Direct |

Direct Sponsor Award

Reference Number:

Prime Sponsor Award

Reference Number:

CFDA Number:

There are no items to display

PGN No:

| PGN | PGN Title | Short Cd | CS Short Cd | Parent? |
|---------|----------------------------|----------|-------------|---------|
| C123456 | Sample Project Grant Title | | | yes |

Class No: On-Campus Research (22000)

| | | | |
|--|----------------|------------------------|--------------------------|
| Project Period Estimated Award: | \$6,552,000.00 | Project Period: | 12/17/2008 to 12/17/2009 |
|--|----------------|------------------------|--------------------------|

Award Documents:

| Name | Version |
|------------------------------------|---------|
| Award_Document.doc | 0.01 |

| | | | |
|-------------------------------------|-------------|-----------------------|--------------------------|
| Budget Period Authorization: | \$69,500.00 | Budget Period: | 12/17/2008 to 12/19/2008 |
|-------------------------------------|-------------|-----------------------|--------------------------|

No Cost Time Extension Date:

| | | | |
|----------------------------|-----|---|------------|
| Indirect Cost Rate: | 26% | No Charges are allowed prior to: | 12/17/2008 |
|----------------------------|-----|---|------------|

Financial Operations Project/Grant Coordinator: [Amanda Administrator](#) , 734-555-5555, amandaadmin@umich.edu

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There are no items to display

Budget Period UM Cost Share:

| Line Item | Dept ID | Department | Source | Direct Costs | Indirect Costs |
|-----------|---------|------------|--------|--------------|----------------|
|-----------|---------|------------|--------|--------------|----------------|

There are no items to display