PI/Study Team – Adding a Related PAF or Internal Sponsor

Proposal Approval Forms (PAFs), Unfunded Agreements (UFAs), Awards (AWDs) and/or Internal Sponsors (including department or PI discretionary funding) associated with the study can be added when the application is in an editable State (e.g., Pre Submission). At least one of the support sections must be answered. Multiple forms of funding or support must be added one at a time.

This procedure demonstrates adding a related PAF and Internal Sponsor.

Important Information

If the study application is in a non-editable State (e.g., Active), you must create an amendment to add or edit sponsor information. See the Creating an Amendment step-by-step procedure for details.

Add Associated Proposal Window

1. Click the Name of the study to open the Study Workspace, and then click Edit Study (not shown).
2. Use the Jump To: menu to navigate to section 02. Sponsor/Support Information.
3. Click Add under Related PAFs.

Note: If applicable, check the box if a PAF has not been initiated.

4. Enter a search term by PAF ID or by PI Last Name, PI Uniqname or Title in the fields provided.

Note: Use the percent sign (%) as a wildcard character to search using a partial name.

5. Click Find.
6. Click the radio button next to the correct PAF in the list that appears (not shown).
7. Click OK to return to the study application, or click OK and Add Another to add another PAF.

Complete steps 3-7 to add related UFA(s), or complete steps 8-11 to add UM Internal Sponsor(s), if applicable.
8. Click Add under Internal UM Sponsor(s)/Support.

9. Enter or select Department Sponsor/Support.

10. Answer the rest of the questions to complete the Internal Sponsor Detail page.

Note: All fields marked with a red asterisk (*) are required.

11. Click OK to return to the study application, or click OK and Add Another to add another Internal Sponsor.
12. Verify the PAF, UFA, AWD and/or Internal Sponsor is listed on the study application.

13. If the proposed study does not require external or internal sponsorship or support, check the box.

14. If the study has any other financial or non-financial sponsorship or support, you must indicate so.

Note: If Yes, enter a description.

15. Click **Save**.