Anyone can use the **Post a Comment for the Entire Project** activity in eResearch Proposal Management (eRPM) to communicate with others involved in the project. Comments can be posted by anyone with access to the project, and while the project is in any State.

You can select any individual listed on the PAF Worksheet, as well as any interested parties you choose to include, to receive an email with your comments. The system email includes the project ID and the contact PI’s last name in the subject line, as well as any text you provide.

**Important Information**

- **Post a Comment** is a communication tool only and will not update or route your PAF for approval.
- Posted comments are permanent and visible to anyone with access to the PAF.

**PAF Workspace**

1. Click **Post a Comment for the Entire Project** from the Activities menu in the PAF Workspace.

**Post a Comment to Entire Project Window**

2. If you have chosen to send an email notification, enter the **subject line** of the email in the field provided.

3. **Enter Comments** in the field provided.

**Note:** These comments will be posted in the PAF Workspace and will be included in any email notifications sent.
4. (Optional) Click  to attach any related documents.

5. Click the checkbox if you do not wish to send an email notification.

   OR

   Click the checkbox next to each individual to whom you would like an email notification sent.

6. (Optional) Click  to select any interested parties not listed to whom you would like an email notification sent.

7. Click **OK**.

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**PAF Workspace**

The posted comment is listed under Recent Activity in the PAF Workspace.