Login from eResearch Homepage

2. Click Login in the Proposal Management box.
3. Enter your Login ID (uniqname) and your password.
4. Click Log In. Your Home Workspace opens.

Important! Enable pop-ups from https://erpm.umich.edu/erpm in order to use all features of eResearch.

Post a Comment for the Entire Project

1. Click the Post a Comment for the Entire Project activity on the PAF Workspace.
2. Enter Comments. These comments will appear under Recent Activity and be included in email if applicable.
3. Optional, Add document(s).
4. Optional, select people to email this comment from the list displayed.
5. Optional, click Add under Interested Parties to select additional ORSP staff to email.
6. Click OK.

Add ORSP Notes

ORSP Staff Notes

1. Click the Edit Staff Notes Activity.
2. Enter Staff Notes.
3. Indicate whether project has a paper file.
4. Enter additional details in Description.
5. Optional, Add Staff Documents.
6. Optional, Select Email Recipients.
7. Click OK.

Staff notes & documents are viewable by ORSP only in the Main tab of the PAF Workspace.

ORSP Project Notes

1. Click the Post a Project Note Activity.
2. Enter Project Notes.
3. Optional, Add any supporting document(s).
4. Optional, select Email Recipients.

Project notes are viewable by ORSP, Sponsored Programs, and Contracts Administrations in the Main tab of the PAF Workspace under Project Notes section.

Find Projects

Find PAFs

Use to search/view ALL PAFs in eResearch.
1. Click All PAFs from top blue header of the Home Workspace.
2. Select Filter by criteria. Note: ID = ORSP number, Name = PAF title.
3. Enter keyword.
4. Click Go to display filtered list of PAFs/proposals/projects.

Tips:
- Use a percent sign as a wildcard (%) to specify parts of a word. For example, Smi% will include any names that begin with “Smi”.
- Clicking Advanced allows 2 more Filter by criteria.

Query

Use to search for PAFs/proposals/projects based on specified advanced criteria.
1. Click Query from the top blue header of the Home Workspace.
2. Enter query criteria.
3. Click Submit Query to list results on the bottom of the page.

Review and Approve Pre-Submission

Administrative Check

1. Click Manage Sponsors to update sponsor code and other sponsor details. See page 6 for instructions.
2. Click Project Representative to review assignment and change if needed. See page 6 for instructions.
3. Complete additional Administrative responsibilities as needed. If a change is needed, see pg. 2 for instructions.
4. Click Complete Administrative Check Activity.
5. Optional, enter Comments. Comments are recorded in Recent Activity on the PAF Workspace. No email is generated.
6. Click OK. The PAF moves into the Project Representative Review State.

SUBKs- COI Policy Certification

For each subcontracting institution listed on the PAF (PAF Workspace > Subcontracts tab), complete the following:
1. Click the name of the Subcontract to open the Subcontract Workspace.
2. Click the Attachments tab and verify a Letter of Commitment template is attached.
3. Click the name of the document to open or download the document.
4. Review institution’s response to COI Policy Certification: Note: If the institution’s response, PR responds to the COI policy question by selecting 1 of 2 options during PR Approve activity: - "Subrecipient Has or Has Adopted PHS Compliant COI Policy." - "UM Will Manage COI for Subrecipient’s Investigators."
5. Proceed with PR/So Review and Approve.

PR/So Review and Approve

1. Click the Project Representative Approve or Signing Officer Approve activity.
2. If you are the Signing Officer, you can complete PR and SO Approve at the same time using either the PR Approve or Signing Officer Approve activity.
3. Click the applicable radio button to indicate subrecipient’s COI policy response.
4. Optional, enter Comments. Comments are recorded in Recent Activity on the PAF Workspace. No email is generated.
5. If you are completing PR Approve, update ORSP Factors as needed. ORSP Factors are not seen with the SO Approve Activity.
6. Click OK. After PR Approval, the PAF State = ORSP Signing Officer Review. After SO Approval, PAF State = ORSP Approved.

TIP: PR and SO Approve are also available via the PAF Summary.

Reference Card for ORSP

http://eresearch.umich.edu

ORSP Reference Card

Pg. 1

Last Revision Date: 10/25/2018
Send to Project Team for Changes

1. Click the Send to Project Team for Changes Activity.
2. Enter Comments describing what changes need to be made. These comments are recorded and included in a system generated email to the Project Team and the ORSP.
3. Optional, Add document(s).
4. Click OK.

ORSP Make and Submit Changes

1. Click the ORSP Make Changes Activity.
2. Optional, enter Comments. These comments are recorded in Recent Activity on the PAF Workspace. No email is generated by the system.
3. Click OK.
4. Click Edit PAF Worksheet to make changes to PAF information.
5. Click ORSP Submit Changes Activity.
6. Select a Change Type.
7. Enter Comments describing what changes were made. These comments are required and included in a system generated email to the Primary Research Administrator and the UM PI, and to any reviewing departments who have already approved.
8. Click OK.

ORSP Request Re-Review

1. Click the Request Re-Review Activity.
2. Select the Department that should re-review.
3. Enter Comments describing what needs to be reviewed. These comments are included in a system generated email to the selected department.
4. Optional, Add document(s).
5. Click OK.

ORSP Respond to Requested Action

1. Click the Respond to Requested Action Activity.
2. Enter Comments. These comments are recorded in Recent Activity on the PAF Workspace and included in a system generated email to the Primary Research Administrator, UM PI and Sponsor PI, if applicable.
3. Optional, click Add to upload applicable document(s).
4. Optional, check the Sponsor Approval Requested checkbox to display a message on the workspace, Sponsor Approval Pending, and list it in the Actions in Progress tab. If already checked, sponsor approval is already pending.
5. Optional, Enter a more detailed Subject Line or leave it as is.
6. Optional, check the box to not send email, or check people to email.
7. Optional, click Add to select additional email recipients.
8. Click OK.

Send to Project Team for Submission to Sponsor

Important: only available in the ORSP Approved State

1. Click the Send to Project Team for Submission to Sponsor Activity.
2. Optional, enter Comments. These comments are included in a system generated email to the Primary Research Administrator and the UM PI.
3. Click OK. The PAF moves into the Project Team Submission to Sponsor State.

Send to Project Team for Finalization

Important: available in the ORSP Approved and Proposal Finalized States.

1. Click the Send to Project Team for Finalization Activity.
2. Optional, enter Comments. These comments are included in a system generated email to the Primary Research Administrator and the UM PI.
3. Click OK. A system generated email is sent to the Primary Research Administrator and the UM PI. The PAF moves into the ORSP Approved-Awaiting Final Proposal State.

ORSP Reference Card

Pg. 2

Last Revision Date: 10/25/2018
### 1. Initiate Award Processing

Current State: **Submitted to Sponsor**

1. Click the **Initiate Award Processing** Activity.
2. Select Yes/No to Requires Principal Investigator Signature.
3. Select Yes/No to Requires Institutional Signature.
4. Click **OK**.

Upon completion of this Activity, the PAF moves into the **Processing Award** state, and then an Award can be created.

### 2. Create Award

Current State: **Initial Award Processing**

1. Click the **Create Award** button.
2. Review and edit Award General Information fields, Adding Documents, if needed.
3. Click **Continue**.
4. Click **Continue** on the Associated PAFs page.
5. Review and edit fields on the Budget Information page.
   - **Note:** Enter all dates with 4-digit years.
6. Click **Add** under Authorized Budget Periods.
7. Review and edit Authorized Budget Period fields.
8. Click **OK**.
9. Click **Continue**.
10. Add, Update, or Remove U-M Investigators.
11. Click **Add Appointment**.
12. Click to the buttons to **Remove**, **Add to Award**, or **Clear**.
13. Click **OK**.
14. Click **Continue**.
15. Check any Special Terms and Conditions that apply.
16. Click to **Add** Special Award Terms and Conditions.
17. Click **OK**.
18. Check any **Sponsor Program Types**.
19. Click **Continue**.
20. Click to **Add** Deliverables.
21. Complete the required fields.
22. Click **OK**.
23. Click to **Complete** or **Delete** Deliverables, as needed.
24. Click **Continue**.
25. Review, edit, or complete applicable Compliance Factors.
26. Click **Continue**.
27. Review the Disclosure and PEEFRS Info. Complete the required fields.
28. Click **Finish**.

An Award record and Award ID are created. The Award is in the **Initial Award Processing** state.

### 3. Manage Hold

To place the Award on hold:

1. Click the **Manage Hold** Activity.
2. Check/uncheck reasons for hold.
3. Optional, Enter Comments.
4. Check/uncheck the box if putting the Award on/off hold.
5. Click **OK**.

**Notes:**
- Upon completion of this Activity, the Award moves into the **Hold** or **Initial Award Processing** state. The Compliance Status is updated accordingly.
- When the hold is removed from a project that has a bi-lateral signature type, an email is sent to Contracts Administration.

### 4. PR Signoff

Current State: **Initial Award Processing**

1. Click the **PR Signoff** Activity.
2. Check any **Award Notice Complexities**.
3. Optional, Enter Comments.
4. Check the box to indicate you’re signing off on the award.
5. Click **OK**.

Upon completion of this Activity, the Award moves into the **Contract Processing** or Account Assignment state.

### 4. ORSP Staff: Request PR Signoff

Current State: **Initial Award Processing**

1. Click the **Request PR Signoff** Activity.
2. Optional, enter Comments.
   - These comments are recorded in Activity History on the AWD Workspace. No email is generated by the system.
3. Click **OK**.

### 5. Request Ancillary Review (if applicable)

Current State: **Initial Award Processing**

1. Click the **Request Ancillary Review** Activity.
2. Check the applicable Ancillary Group box(es).
3. Click **OK**.

### 6. Send for Contract Processing

**CONTRACTS ONLY**

After review is complete, route the project to the Office of Contracts Administration (OCA).

Current State: **Initial Award Processing**

1. Click the **Send for Contract Processing** Activity.
2. Check if an ink signature is required.
3. Optional, Enter Comments.
   - These comments are recorded in Activity History on the AWD Workspace. No email is generated by the system.
4. Click **OK**.

Upon completion of this Activity, the Award moves into the **Contract Processing** state.

---

### Award Change Request (ACR)

**Current State:** Changes Requested

On the ACR workspace:

1. Click View the Change Request and/or view Activity History.
2. Click an Activity to:
   - Approve Request
   - Cancel, Request
   - Decline Request
   - Request Changes
   - Respond to Requested Action.
3. Enter Comments.
4. Click **OK**.

If you determine that an Award Modification is required, complete the steps under Create Award Modification.
Create Award Modification

Current State: Processing

1. Click the Create Award Modification.
2. Enter the Modification Name and Description.
3. Choose the Modification Type.
4. If applicable, check select the Administrative Change Types.
5. Answer the PI and Institutional signature questions.
6. Add Modification Documents and Supporting Documents.
7. Click Continue.
8. Complete the remaining modification worksheet questions.
   Depending on which Modification Type and Administrative Change Type(s) are selected, only the applicable sections will display in the worksheet. Sections may include:
   - Carryforward,
   - ReBudget—Sponsor Approved,
   - UM Investigators,
   - Special Terms and Conditions,
   - Compliance Factors,
   - Compliance Review—Personnel.
9. Click Continue to go to the next section.
10. Click Finish.
   • The Award moves into the State of Modification Processing.
   • The Modifications tab on the Award workspace will contain a link to the AWD-MOD workspace.

Cancel Award

Current State: Initial Award Processing

1. Click the Cancel Award Activity.
2. Optional, enter Comments.
   These comments are recorded in Activity History on the AWD Workspace. An email will be sent to the Project Team.
3. Click OK.
   The Award moves into the Terminated State.

Terminate Award

Current State: Compliance Hold
ORSP can Terminate an Award if the compliance hold items cannot be reconciled.

1. Click the Terminate Award Activity.
2. Enter Comments.
   These comments are recorded in Activity History on the AWD Workspace. An email will be sent to the Project Team.
3. Click OK.
   The Award moves into the Terminated State.

Note: When an Award is Terminated, the associated PAF returns to the state of “Submitted to “Sponsor.” To change the state of the PAF to “Withdrawn” or “Turned Down”, you must go into the PAF and run the Withdraw Proposal or Turn Down Proposal activity.

Project Award Changes

Changing Project Information

Current State: Active or Awarded

2. Click Change Project Information from the Manage Data menu.
3. Make changes as needed to:
   - Proposal Title and Long Title
   - Proposal Type/Class Code
   - Administrative Home
   - Sponsor Solicitation Number
   - Previous Grant Number.
4. Click OK.
5. If your change requires a modification, follow the Create Award Modification instructions above.

If your change does not require a modification, click Complete Project Change Processing to return the project to the Active State.

Changes can be viewed under the Change Tracking tab of the PAF Workspace.

PI Change

To modify or add any UM Investigator, Administrative Personnel, or Non Key Investigators listed on the PAF or Award:

CHANGE ACTIVE PI

1. Click Manage UM Investigators from the Manage Data menu.

Add New PI

1. Click Add.
2. Enter PI uniqname or last name.
3. Click Find.
4. Select PI name.
5. Select Role.
6. Optional, select Edit Permissions.
7. Optional, enter Sponsor Role.
8. Click Save.
9. Click Add Appointments to look up appointments from the HR system.
10. Click Add to PAF to select the appropriate appointment OR Enter a future appointment. & click Add to PAF.
11. Click OK to return to Manage UM Investigators view.
12. Click OK.

Deactivate Old PI (DO NOT DELETE)

1. Click Edit next to PI Name.
2. De-select Active checkbox.
3. Enter the Deactivate Date (appears below Sponsor title).
   Note: Enter the date using a 4 digit year.
4. Click Save.
5. Click OK.

POST COMMENT/NOTIFY PI SIGN PAF

1. Click Post a Comment for the Entire Project from the Activities menu.
2. Enter Comment instructing PI to sign the PAF/Conflict of Interest Statement.
3. Optional, Add Documents.
4. Select PI name from the list displayed to email this Comment.
5. Click OK.

Follow the Create Award Modification steps. The PR will not be able to sign the ACR until the PI has signed the PAF.
# Negotiation

1. Click the **Negotiation in Progress** Activity.  
2. Optional, enter **Comments**.  
   These comments are recorded in Recent Activity on the PAF Workspace. No email is generated by the system.  
3. Click **OK**.  
   The PAF moves into the **Negotiation in Progress** State.

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# End Negotiation

There are a number of activities that can be used in the State of **Negotiation in Progress** that will “end” the negotiation.

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## SUBK Requests on an Active/Awarded PAF

SUBK records display in the PR’s **Awards Inbox** tab prior to OCA review if:

- The PAF is PHS-Sponsored and the required COI questions are not answered.  
- The SUBK is created after the PAF has been submitted to sponsor.  
- On a SUBK Amendment Request, the Project Team indicates that a SUBK Investigator is changing and ORSP assistance is needed.

1. Click the name of the SUBK from the **Awards Inbox** tab.  
2. Click the **Project Representative Approve SUBK** activity.  
3. Answer the two questions that display.  
   **Notes:**  
   - The first question has already been answered by the Project Team, but can be edited by the PR, if needed. The PR answers the second question to indicate approval to add the subcontract to the PAF.  
   - If it is a PHS-Sponsored PAF then additional COI questions will appear on the activity. Only the first COI question is required (indicated by a red asterisk *).
4. Optional, enter **Comments**.  
5. If this is a PHS-Sponsor then additional COI questions will appear on the activity. Only the first question is required.  
6. Click **OK**.  
   **Note:** The SUBK routes to OCA for review.

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## Agreement Acceptance Request (AAR)

1. Click **Create Agreement Acceptance Request** from the Activities menu.  
2. Select the **term type**.  
3. If Other is selected, select which parties must approve.  
4. Enter a **Description of terms requiring additional review**.  
5. **Add** Documents.  
6. Enter or select the **Request Deadline** date.  
7. If applicable, enter or select Central Office Reviewers.  
8. Click **OK**.  

The PAF, UFA, or Award workspace will display an Agreement Acceptance message, a link to the AAR under Agreement Acceptance Requests, and the activity under Recent Activity or Activity History.  
- All departments on the originating PAF/UFA are notified that an AAR is in progress; however, only the Administrative Home chain is required to approve.
View Department Information

Use to view department roll-up structure (approval hierarchy) Reviewers, Reviewers Who Can Sign (Approvers), and email contact(s).
1. Click Dept Info from top blue header of the Home Workspace.
2. All Department IDs display. Use the Filter By to search for the Department.
3. Click Department Information next to the department you want to view.
4. Click OK when you are done viewing the information.

ORSP—Coverage

Use to view PAFs/projects of any other ORSP staff member.
1. Click ORSP Coverage role.
2. Use the Filter By to search for PAFs/Projects in either the PR or Staff tabs.
   Remember: Search by PR. eRPM does not have a way to search by Support Staff.

TIPS for Working in Views (Items listed under Manage Data):
- Click OK to save changes and return to PAF Workspace.
- Click Apply to save changes and redisplay page.
- Use Jump to navigation to display other view pages.

ORSP Project Representative

Use to change the ORSP Project Representative on the project.
1. Click ORSP Project Representative (listed under Manage Data).
2. Select Project Representative from list.
3. Click OK.

Manage Sponsors (Admin Check)

Use to add, edit, and delete Project Sponsor information.
1. Click Manage Sponsors from the Manage Data menu.
2. Click Update (the initial information was entered by the Project Team).
3. Enter PAF Name (name of the sponsor as entered on the PAF Worksheet).
4. Select Sponsor Role.
5. If known, enter the ID number for the sponsor
   OR
3a. Click Browse.
3b. Enter search criteria.
3c. Click Find.
3d. Select Sponsor.
3e. Click OK.
   OR
Select Not Found if you cannot find the Sponsor ID after searching for it.
5. Enter Notes (optional).
6. Click Save.
7. Optional, Enter Sponsor Acknowledge-ment Number.
8. Optional, Enter CFDA Number.
9. Click OK.

F/OIA Letter

1. (Staff or PR) Click the Create FOIA Letter activity and select the time period. Then click OK.
2. If created by Staff, click Route for PR Review. Otherwise, skip to step 3.
3. (Staff or PR) If needed, click Edit FOIA Details and make changes, or click PR Request Changes to request that ORSP Staff make changes.
4. (PR only) Click Route to FOIA Office, verify or edit the Letter Date, enter Comments, and then click OK.

Manage Factors

1. Click Manage Factors from the Manage Data menu.
2. Add or edit information as needed.
3. Select ORSP Factors as needed and verify Disclosure Info for UM Investigator(s).
4. Optional, enter Factor Notes.
5. Click OK.

Manage Special Terms & Sponsor Program Types

Use to indicate optional reporting information for the project.
1. Click Manage Special Terms & Conditions and Sponsor Program Types from the Manage Data menu.
2. Select applicable Terms.
3. Optional, Add Additional Special Terms and Conditions.
4. Select applicable Sponsor Program Types.
5. Click OK.

Manage PGN

1. Click Manage Project Grants from the Manage Data menu.
To Add a PGN:
   a. Click Add.
   b. Click Browse.
   c. Enter search criteria.
   d. Click Find.
   e. Select PGN.
   f. Click OK.
   g. Modify Is Parent? if applicable.
   h. Enter Short Cd.
   i. Click OK.

2. Click OK to close the Manage Project Grants view.

Manage Documents

Use to add or delete Final Proposal, Pre-Award, Post-Award, ORSP-only, and Historical documents.
Add new document(s):
1. Click Manage Documents from the Manage Data menu.
2. Click Choose File in the empty line*
3. Find and add document.
4. Enter Title.
5. Select Type.
6. Click Attach.
7. Click OK.
Delete document(s):
1. Click Delete in front of a document.
2. Click OK to confirm you want to delete the document.

*To add a new VERSION to an existing document, click Choose File in the existing line and follow steps 2-5.

Delete removes/deletes all versions of a document and cannot be restored.

Conflict Of Interest Management

Use Manage Factors from the Manage Data menu to set or update a COI flag (Y/N) to notify a COI Committee to review a PAF for a potential conflict of interest.
There are two COI flags:
- PAF Conflict of Interest — verify or change the PIs COI response.
- ORSP Conflict of Interest — indicate need to review whether U-M has an institutional conflict of interest (e.g. with sponsor, start-up, etc.).

Enter Comments as applicable for the COI Committee.
PGN Summary

Use to display all PAFs that have commitments and notices associated to a specified PGN. (Active, In Progress, and Previous)

**PGN Summary will only return legacy award data on PAFs.**

1. Click the PGN Summary from top blue header of the Home Workspace.
2. Enter PGN.
   - **Important!** You must enter the complete PGN. Partial or Wildcard searches are not available here.
3. Click Find.

Working within the PGN Summary

- Click **Expand All** to display all commitments and notices for every PAF displayed. Clicking **Collapse All** will hide the commitment and notice information.
- To open a PAF workspace in a separate window, click on the PAF ID from the summary display.
- To display commitment information for a PAF, click the arrow in front of the PAF ID.
- To display notice information for that commitment, click the arrow in the commitment line.
- To open a notice in a separate window, click the .pdf icon (or the word “view”)
- To open a version history for a notice, click on the version number, i.e., 0.05.

**ORSP Cancel PAF**

1. Click **ORSP Cancel PAF** from the Activities menu.
2. Enter **Date Cancelled**.
3. Optional, enter **Comments**. These comments are recorded in Recent Activity on the PAF Workspace and included in an email.
4. Click **OK**.
   - The PAF moves into the state of Cancelled and an email is sent to PAF notifiers in departments that have approved and to the PI and Primary Research Administrator.

**ORSP Cancel PAF activity available in following States:**
- ORSP Making Changes
- Project Team Submission to Sponsor
- Expedited Submission ORSP Review
- Expedited Submission
- ORSP Approved–Awaiting Final Proposal
- ORSP Review-Project Team Making changes
- Record Paper PAF
- Project Team Requests Action
- ORSP Project Representative Review
- ORSP Administrative Review
- ORSP Signing Officer Review
- Proposal Finalized
- ORSP Approved

**Project Team Requests ORSP Action**

**Current State: Project Team Requests ORSP Action**

If you receive a request from the Project Team for ORSP Action, carefully read the comments to determine why the Project Team requested ORSP action.

- Use the **Respond to Requested Action** activity to communicate back to the Project Team what action, if any, is needed. Comments are recorded and included in a system generated email to the UM PI, Primary Research Administrator & Primary Post-Award Contact, Sponsor PI, and additional selected email recipients, if applicable.
- **Note:** Checking the **Sponsor Approval Requested** checkbox indicates action is taken outside eRPM, displays a message on the workspace, and lists the PAF in the Project Representative’s Action in Progress tab until the **Record Sponsor Action** activity is completed.

Depending on the request, your next activity may be one of the following:

**Request Reasons:**

1. ORSP edit the PAF
2. ORSP enable the project team to edit the PAF
3. ORSP cancel the PAF
4. ORSP record Turn Down or Withdrawal

**ORSP Activity Response:**

1. ORSP Make Changes & ORSP Submit Changes
2. Send to Project Team For Changes
3. ORSP Cancel PAF
4. Turn Down/Withdrawal

**Project Closeout**

**Initiate Project Closeout**

1. Click **Process Closeout** from the Activities menu.
2. Optional, enter **Comments**.
3. Click **OK**.
   - Upon completion of this Activity, the project moves into the **Closeout State**.

**The Process Closeout Activity is available in the following States:**
- Active
- Post-Award Project Team Requests Action

**Close Project**

1. Click **Close Project** from the Activities menu.
2. Optional, enter **Comments**.
3. Click **OK**.
   - Upon completion of this Activity, the project moves into the **Closed State**.
   - An email notification will be sent to the U-M Investigators with the PI role, the Sponsor PI (if applicable), and the Primary Post-Award Contact indicating that the award has closed.

Prior to closing, any outstanding modifications, project team requests or deliverables should be completed.