## Access Hardship Requests in 3 ways

- All PAFs > Hardship Requests tab
- Home Workspace > Hardships tab
- PAF Workspace > Hardships tab

### All PAFs > Hardships Requests

<table>
<thead>
<tr>
<th>Filter</th>
<th>ID</th>
<th>Name</th>
<th>State</th>
<th>Last State Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAR00002101</td>
<td>17-PAF05919 John - Hardship 1</td>
<td>Unit Reviewing Hardship Request</td>
<td>9/13/2018 4:46 PM</td>
<td></td>
</tr>
<tr>
<td>HAR00002100</td>
<td>19-PAF00015 Jane - Hardship 1</td>
<td>Project Team Editing Hardship Request</td>
<td>9/13/2018 2:07 PM</td>
<td></td>
</tr>
<tr>
<td>HAR00002093</td>
<td>17-PAF67304 Paul - Hardship 1</td>
<td>Hardship Award Active</td>
<td>6/1/2018 10:50 AM</td>
<td></td>
</tr>
</tbody>
</table>

### Home Workspace > Hardships

1. Click the **Hardships** tab from your Home Workspace.

### PAF Workspace > Hardships

1. After opening the applicable PAF Workspace, click the **Hardships** tab.

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**Note:** When a PAF is Awarded, the Hardship P/G carries over to the Award. As the Award is activated, the Award changes from a Hardship Status to an Active state.
When a hardship has been reviewed and approved by the unit, the request must be approved by the PR before a PGN is requested.

**APPROVE**
- **State:** ORSP Reviewing Hardship Request
- **Activity:** ORSP Approve Hardship Request
- **State transition upon completion of activity:** ORSP Processing Hardship Award

**APPROVE**
- **States:** ORSP Processing Hardship, ORSP Approve Hardship Notification
- **Activity:** ORSP Approve Hardship Award
- **State Transition upon completion of activity:** Finance - Sponsored Programs Processing Hardship Award
  - Finance - Sponsored Programs will activate the hardship account which moves the hardship request to the state of Hardship Award Active.

**RELEASE HPAN (Optional)**
- **States:** ORSP Approve Hardship Notification, Finance - Sponsored Programs Processing Hardship Award
- **Activity:** Release Hardship Notification
- **No state transition as a result of this activity**

**Note:** The HPAN is automatically released when Finance - Sponsored Programs activates the hardship.

1. After opening the applicable AWD Workspace, click the Related Records tab.

**Note:** Projects started on a hardship; i.e., An Advance Account (Hardship) was established for this project... display Yes.
Process Hardship Request

PGNs must be requested and associated to the hardship request prior to PR approval. Staff have an activity to send the request to the PR when Shared Services Center (SSC) has completed the PGN request.

REQUEST PGN
- **State:** ORSP Processing Hardship Request
- **Activity:** Request PGN
- **State transition upon completion of activity: ** SSC Processing PGN Request
  Once a PGN is created/assigned, SSC will move the hardship request back into the state of **ORSP Processing Hardship**.

**Note:** If this is a second hardship request that will be using an existing PGN, you still must request a PGN. Please note in your PGN request to SSC that an existing PGN should be assigned.

EDIT HPAN (Hardship Project Authorization Notice)
- **State:** ORSP Processing Hardship Request
- **Activity:** ORSP Request Changes
- **State Transition upon completion of activity:** ORSP Approve Hardship Notification

SEND TO PR (Optional)
- **State:** ORSP Processing Hardship Request
- **Activity:** ORSP Route for Re-Approval
- **State Transition upon completion of activity:** Unit Reviewing Hardship Request

**Note:** When review and approval is complete, the Reviewer uses the activity **Unit Approve Hardship Request** to return the hardship request to the state of **ORSP Reviewing Hardship Request**.

Deny a Hardship Request
- **State:** ORSP Reviewing Hardship Request
- **Activity:** ORSP Deny Hardship Request
- **State Transition upon completion of activity:** Hardship Request Denied
- **Email notifications** (includes comments entered on the activity) sent to contact PI, Primary Research Administrator and the department PAF notification contacts

**Note:** ORSP can restore the hardship request from this state.

Cancel Hardship Request
- **State:** All pre-award states
- **Activity:** ORSP –Cancel Hardship Request
- **State Transition upon completion of activity:** Hardship Request Cancelled
- **Email notifications** (includes comments entered on the activity) sent to contact PI, Primary Research Administrator and the department PAF notification contacts

ORSP Route for Re-Approval
- **State:** ORSP Reviewing Hardship Request
- **Activity:** ORSP Route for Re-Approval
- **State Transition:** Unit Reviewing Hardship Request
- **Email notifications** (includes comments entered on the activity) sent to department PAF notification contacts

**Note:** When review and approval is complete, the Reviewer uses the activity **Unit Approve Hardship Request** to return the hardship request to the state of **ORSP Reviewing Hardship Request**.

ORSP Accept/Decline Request
- **State:** Project Team Requests ORSP Action
- **Activity:** Accept Request, Decline Request
- **State Transition upon completion of activity:**
  - If not hardship active, **ORSP Reviewing Hardship Request**
  - If active, **Hardship Award Active**