Access Hardship Requests in 3 ways

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

All PAFs > Hardship Requests

Hardships have their own:
- Workflow
- States
- Activities
- ID number

Home Workspace > Hardships

PAF Workspace > Hardships

According to the PW/Project Team, the proposal documents have been finalized and are ready for submission to the sponsor.

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 Active state.
Approve Hardship Request (eRPM Only)

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

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
- **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)
- Use the **Preview HPAN** view to add notes
- **No state transition** as a result of this activity

SEND TO PR (Optional)
- **State:** ORSP Processing Hardship
- **Activity:** Send Hardship for PR Approval
- **State Transition upon completion of activity:** ORSP Approve Hardship Notification

Approve and Send HPAN

The PR can review and add notes to the HPAN using the Pre-view HPAN view. The PI signature must be completed before PR approval.

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.
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 Canceled
- **Email notifications** (includes comments entered on the activity) sent to contact PI, Primary Research Administrator and the 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**

**ORSP Accept/Decline Request**
- **State:** All pre-award states
- **Activity:** Post Comment to ORSP Only
- **State Transition upon completion of activity:** Post Comment to ORSP Only
- **Email recipients can be selected on this activity.**

**ORSP Accept/Decline Request**
- **State:** All states for ORSP only
- **Activity:** Post a Comment

**ORSP Accept/Decline Request**
- **State:** All states for ORSP only
- **Activity:** Edit Staff Notes

**ORSP Accept/Decline Request**
- **State:** All states for ORSP only
- **Activity:** Edit Staff Notes

**ORSP Accept/Decline Request**
- **State:** All states for ORSP only
- **Activity:** Post a Comment to ORSP Only

**ORSP Accept/Decline Request**
- **State:** All states for ORSP only
- **Activity:** Post a Comment to ORSP Only

**ORSP Accept/Decline Request**
- **State:** All states for ORSP only
- **Activity:** Post a Comment to ORSP Only

**ORSP Accept/Decline Request**
- **State:** All states for ORSP only
- **Activity:** Post a Comment to ORSP Only

**ORSP Accept/Decline Request**
- **State:** All states for ORSP only
- **Activity:** Post a Comment to ORSP Only