Quick Reference Card for Principal Investigators
http://eresearch.umich.edu

Need Help?
Project information, FAQs, Contact Us link
http://www.umich.edu/~eresinfo/pm.html
Training (Online training, step-by-step procedures)
http://www.umich.edu/~eresinfo/erpm/training.html
Sandbox (System practice environment)
http://www.umich.edu/~eresinfo/erpm/sandbox.html

ITS Service Center Technical support e.g., navigation, connectivity, system errors)
Phone: (734) 764-4357 (4-HELP)
Email: 4Help@umich.edu
ORSP Project Representatives
http://orsp.umich.edu/orsp-staff
Phone: (734) 764-5500
Fax: (734) 763-4053, 764-8510

Note: If you are accessing the PAF via an email sent from eResearch Proposal Management, you will:
1. Click the link provided in the email,
2. Login using Steps 3 and 4,
3. Proceed to Step 8.

Home Workspace
5. Click on PI & Project Team from Roles to open your PI Home Workspace.
6. Your PAFs inbox displays PAFs that require your immediate action.
7. Click on the Name, i.e., title, of the PAF to open its workspace.
Note: PAFs “not yet signed by PI” are listed twice in the Inbox.

Last updated: 04/29/2019
Quick Reference Card for Principal Investigators

8. Click Display PAF Summary to review the PAF information and attachments. The Sign PAF button is at the end of the summary.

Or
Click the Sign PAF activity from the PAF Workspace.

NOTE: You will see the Sign PAF button or activity only if you are listed on the PAF as a UM Principal Investigator.

9. Read the Conflict of Interest Statement and answer the Yes/No question below.
10. If Yes, enter the names and a description.
11. Read the Sign PAF statement.
12. Check the Sign the PAF box to electronically sign the PAF.
13. Click OK to complete your electronic signature.

Last updated: 04/29/2019