eResearch Proposal Management

eRPM System Update - Release 5.6

Overview of changes to support U-M’s new internal Proposal Submission Deadline Policy effective January 6, 2020
The 5.6 eRPM system update includes changes related to the Proposal Approval Form (PAF) workflow, email notifications, and new activities for the January 6, 2020 implementation of U-M’s new Proposal Submission Deadline Policy. This presentation provides information about the system changes. Additional materials have also been provided with more detail, including:

- PAF Workflow - includes pictures of the PAF workflow that are changing as a result of this update
- Email Notification Examples
- Links to Step-by-Step instructions
Email Notifications

Deadline Reminder Messages

- System emails will be sent to PI & Project Team the evening before Limited Review cut-off and At Risk cut-off for PAFs not yet at ORSP
  - *For example, a proposal due on Friday*
    - Email sent Sunday night indicating that the internal deadline for a Full Review is 5:00 PM on Monday
    - Email sent Wednesday night indicating that the internal deadline for a Limited Review is 9:00 AM Thursday morning
Email Notifications

ORSP Has Requested Changes

- Sent to PIs and Primary Research Administrator
- Includes **Required** and **Recommended** changes (see orsp.umich.edu/deadline)
- See [example email](#)

The email sent when ORSP requests changes of the PI/Project Team includes **Required** and **Recommended Changes**.

- An example of the full updated email notification can be found at this [link](#). An excerpt of the email is presented on the slide to show how required and recommended changes are presented.
The email sent when ORSP has returned the PAF to the PI/Project Team because it is incomplete. It includes Required and Recommended Changes and describes what constitutes an Incomplete proposal.

- An example of the full updated email notification can be found at this link. An excerpt of the email is presented on the slide to show how the Incomplete Proposal email is presented.
- Incomplete Proposal will remove the Finalized flag from PAF and clear the ORSP Review Type.
Email Notifications

Proposal Submitted to Sponsor

- Includes information about the Proposal Submission Deadline Policy and details about ORSP Review Types
- See example email

The email sent at the time a proposal is submitted to an external sponsor provides information on the upcoming deadline policy.

- An example of the full updated email notification can be found at this link. An excerpt of the email is presented on the slide to show how the Project was Submitted to its Sponsor email is presented.
Potential Outcomes of ORSP Review

1. No changes - Good to go! Proposal is submitted as-is.
2. Changes Requested - Proposal is returned for changes
   a. Required
   b. Recommended
3. Incomplete - Proposal is returned as “incomplete” and “finalized” status is removed
This flow chart represents all the activities, states, and decisions that can be made on a PAF with the new deadline policy implemented on January 6, 2020.
This flow chart represents the activities, states, and decisions for a PAF with no changes.
- Proposals with required or recommended changes will be returned to PI/Project Team and enter the state of "ORSP Review - Project Team Making Changes".
  - An email notification is sent to the Contact PI and Primary Research Administrator informing them of the required and/or recommended changes.
- PI/PT submits changes, then ORSP completes review and submits.
- A PAF workspace message displays with a link to view Required and Recommended changes.
Incomplete proposals will be returned to PI/PT and enter the state of “ORSP Review - Project Team Making Changes”.

- An email notification is sent to the Contact PI and Primary Research Administrator.
- This action will remove the ORSP Review Type and remove the “Finalized” status.

When the PI/Project Team completes, finalizes, and submits proposal changes, the ORSP review type (Full Review or Limited Review) will be recalculated.
● New state of “Submission Deadline Missed” can occur when a PAF is in the state of "Awaiting Final Proposal" and the submission deadline date passes, or if a PAF is unit approved and the date has passed.

● PAFs in “Submission Deadline Missed” state will be cancelled after 30 days if no action is taken.

● PI/Primary Research Administrators/Admin Home Reviewers can enter an extended deadline no more than 30 days later than the Submission Deadline date.
Unsubmitted Proposals

- Proposals in the state of “Awaiting Final Proposal” will be moved to state of “Submission Deadline Missed” after business hours on the night of the deadline.
- Proposals in ORSP review states
  - At Risk - Automatically moved to “Submission Deadline Missed” night of deadline
  - Limited/Full Review - PAF will remain in ORSP Inbox; email sent to assigned PRs for further action
- Proposals in “Submission Deadline Missed” state will be moved to “Cancelled” after 30 days
Changes requested are recorded in Activity History and stored for reporting purposes. See the PAF Status Map for more information about the Status Map.
What displays when you click “Click here” to see required and recommended changes requested by ORSP. This displays the current changes entered by ORSP. Previous changes are accessible in the Activity History.
## PAF Workspace: Deadlines

### Deadlines that will display

- Submission Deadline
- ORSP Full Review Date (assigned by system)
- ORSP Limited Review Date (assigned by system)
- ORSP Review Type (assigned by system)

<table>
<thead>
<tr>
<th>Title:</th>
<th>PAF Example Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORSP Staff Note:</td>
<td></td>
</tr>
<tr>
<td>Principal Investigator(s):</td>
<td></td>
</tr>
<tr>
<td>Sandra Richardson</td>
<td>UM Principal Investigator</td>
</tr>
<tr>
<td>Carolyn Pappas</td>
<td>UM Sponsor Principal Investigator</td>
</tr>
<tr>
<td>Primary Research Administrator:</td>
<td></td>
</tr>
<tr>
<td>Deadlines</td>
<td></td>
</tr>
<tr>
<td>Submission Deadline:</td>
<td>11/29/2019</td>
</tr>
<tr>
<td>ORSP Full Review Date:</td>
<td>11/21/2019</td>
</tr>
<tr>
<td>ORSP Limited Review Date:</td>
<td>11/26/2019</td>
</tr>
<tr>
<td>ORSP Review Type:</td>
<td>Full Review</td>
</tr>
<tr>
<td>Project Has Indirect Cost Waiver:</td>
<td>No</td>
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</table>
New Activity: Update Submission Deadline

**Update Submission Deadline**

- For PI & Project Team, Primary Research Administrators, Primary Post Award Contact, and Administrative Home Department Reviewers to enter an extended deadline no more than 30 days later than the current deadline date
- Will update ORSP Full and Limited Review Dates
- See [Update Submission Deadline step-by-step instructions](#)

The **Update Submission Deadline** activity:

- updates the ORSP Full and Limited Review deadlines
  - PI/Project Team *will not* be able to change the Submission Deadline date within the PAF once the ORSP Review Type has been set (i.e., after ORSP receipt)
- is available in the states of:
  - Awaiting Final Proposal
  - Submission Deadline Missed
  - ORSP Review - Project Team Making Changes
    - If a PAF is sent back to the Project Team for changes, then PI/Project Team will need to use this activity if they want to change the Submission date.
New Activity: Remove Approvals

Remove Approvals

- For Administrative Home Department Reviewers (once PAF is at ORSP) to remove unit approval and return the PAF to the “Unit Review” state
- Prevents proposal submission and removes ORSP Review Type
- See Remove Approval step-by-step instructions

The Remove Approvals activity:

- removes selected signature approvals, returns PAF to Unit Review, and removes ORSP Review Type. If the PAF is not re-approved, it will not be submitted.
  (Note: The Suspend Approval activity remains available to use as-is.)
- sends an email notification to PI, Primary Research Administrator, Department PAF Notifiers in Admin Home chain. If the PAF is in an ORSP Review state, a notification is also sent to the assigned Project Representative.
- is available in the states of:
  - Project Team Requests Action
  - ORSP Administrative Review
  - Project Representative Review
  - Signing Officer Review
  - ORSP Approved
  - Unit Review
  - Expedited Submission
  - Awaiting Final Proposal
Updated Activity: Finalize for Submission to Sponsor

Finalize for Submission to Sponsor

- Marks PAF as finalized and ready to submit to sponsor
- Available to PI & Project Team, Reviewers
  - In multiple states
- See Finalize Submission step-by-step instructions

The Finalize for Submission to Sponsor activity:

- marks PAF as finalized and ready to submit to sponsor
- is available to PI & Project Team, Reviewers
- is available in states of:
  - Unit Review
  - ORSP Review - Project Team Making Changes
  - Awaiting Final Proposal
  - Submission Deadline Missed
Updated Inboxes and Listers

- **PAFs Tab** - New States of “Awaiting Final Proposal” and “Submission Deadline Missed” will appear under PAFs with Required Action and PAFs Not Yet Signed by PI listers, as applicable

- Removed the **Finalized Tab**
Updated Inboxes and Listers

- **In Progress** Tab - States of “Awaiting Final Proposal”, “Submission Deadline Missed”, and “Electronic Submission Unsuccessful” will appear under PAFs lister, as applicable.
  - Added a column for ORSP Review Type
Updated Inboxes and Listers

- New States of “Awaiting Final Proposal” and “Submission Deadline Missed” will appear in the
  - **Upcoming** Tab - PAFs lister, as applicable
  - **Approved** Tab - Approved PAFs lister, as applicable
  - **All My PAFs** Tab - All PAFs lister
For more information...

- Deadline policy website
  https://orsp.umich.edu/deadline
  - Standard Operating Procedure (SOP)
  - PAF & Proposal Checklist
  - FAQs and Definitions
  - Slides and Videos
  - Summary of ORSP Service Levels