eResearch Proposal Management

eRPM System Update - Release 5.4

Preview of changes coming on July 22, 2019
The July 22 eRPM system update includes changes related to the Award Management functionality and changes to the Proposal Approval Form (PAF) and Clinical Trial Routing Form (CTRF) in preparation for the January 6, 2020 implementation of the new Proposal Submission Deadline Policy. This presentation provides information about the changes. Additional materials have also been provided with more detail, including:

- PAF Mock-up - includes pictures of PAF data entry screens that are changing as a result of this update
- CTRF Mock-up - includes pictures of CTRF data entry screens that are changing as a result of this update
- Email Notification Examples
Changes to Awarded PAFs

- Add new workspace message: “This PAF is awarded and is for reference only. All comments and transactions should occur on the AWD record.”

- Move Related Awards higher up on the PAF workspace

- Remove the Post A Comment Activity

- Give all award (AWD) project personnel view-access to the PAF

The July system update will include two quick wins associated with the award management functionality, including changes to the PAF workspace for awarded PAFs and updates to the Post a Comment activity on Awards and Award Modifications.

Since the implementation of the Award Management functionality in August 2018, once a PAF is awarded all future activity is expected to take place from the award. This change has caused some confusion on awarded PAFs. To help clarify, the following changes are being made to PAFs in the state of Awarded:

- A new workspace message has been added.
- The Related Awards have been moved up to a higher position on the screen
- The Post A Comment activity has been removed.
  - The expectation is that comments should now be posted from the award to ensure communication with the current investigators, administrative personnel, and central office staff.
  - Once awarded, the PAF becomes a historical document. All personnel and central office staff changes are maintained on the Award and not on the PAF.
- System security has been updated to allow access to the PAF for all project personnel maintained on the related award record.
Award Enhancements - Quick Wins

Award & Award Modification

- Update Post a Comment activity with option to select **Department Contacts** as email recipients
  - Departments will include those participating in the Award and the set of Award Notifiers for each department

<table>
<thead>
<tr>
<th>Department Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Administrative home contacts appear at the top and are bolded)</td>
</tr>
<tr>
<td>Dan Department (Psych Substance Abuse, 251200)</td>
</tr>
<tr>
<td>Doris Department (Clin Trials Unit, Behavior, Fu, 230094)</td>
</tr>
</tbody>
</table>

The Post a Comment activities on the Award and Award Modification records have been updated to allow for the selection of departments related to the award.
This eRPM update will include several changes to the PAF to support the upcoming deadline policy. This page gives an overview of each PAF section and the changes included in each. Several existing questions have been moved to different sections to improve the flow of the form. The next few slides provide additional information about the most notable changes in sections 1 & 6. Sections 2-5 have minimal or no changes. Additional documentation and pictures of all revised PAF screens can be found in the PAF Mock-up.
New question to identify whether you are routing a proposal for external funding, a funding agreement, or both.

A new question is being added in section 1 to indicate if you are routing a proposal, a contract/funding agreement, or both. And, the selection on this question will define additional questions presented later in the PAF.

For example:
- If you choose proposal, you will be asked to specify submission deadlines and unit and related submission information.
- If you choose contract, you will not be asked to specify a submission deadline.
- If both are selected, all questions will be presented.

The answer to this question can be changed prior to routing.

Please note that you select proposal and later change to contract only, any submission deadline information you have entered will be cleared. A system warning will alert you that the data will be cleared before you complete the change.

For additional information on the definitions of proposals vs. contracts/agreements, please refer to the ORSP website for the definitions proposals and contracts/agreements.
Revised Section 6 to include:

- New Submission Details page with questions for Deadline Dates and Submission Methods
- Capture of Submission Deadline
- Calculation of ORSP Deadlines for Full and Limited Review
- New options on Proposal Submission Methods
- New option to indicate Target Date
- Instructions for ORSP

PAF Section 6 has been updated to collect information and materials related to proposal submission and/or contract negotiation. Several questions from the previous PAF format have been moved to this section. Additionally, several questions in this section will be conditionally displayed based on the answer to new Question 1.2 indicating whether you are routing a proposal, a contract/funding agreement, or both. The next few slides provide additional details about each of the changes listed on the slide.
If proposal selected in question 1.2

- Capture of Submission Deadline
  - This date should reflect the date the proposal needs to leave U-M
  - This is the date that will be used to calculate the ORSP Deadline

This question replaces the previous Sponsor Deadline question and will be used to calculate the ORSP Deadline for Full and Limited Review. For more information on the deadline policy and what is included in Full and Limited review, see the [ORSP website](#).

The Submission Deadline is the last date by which a proposal must be submitted in order to be received by the sponsor’s published deadline and thereby avoid being disqualified for consideration of funding. For proposals that can be submitted on the same day as the sponsor’s deadline (e.g., submissions via email, FastLane, proposalCentral), enter the sponsor’s deadline as the Submission Deadline.

If the proposal or other tangible materials (e.g., hard copies of the proposal, a CD or flash drive) must be submitted earlier than the sponsor’s deadline in order to arrive on time (e.g., submissions via FedEx, USPS), then enter the deadline for submission of tangible materials in the Submission Date field and include detailed instructions in 6.2.3, Proposal Submission, Agreement Negotiation, or Other Instructions for ORSP. For more information, see [ORSP’s Standard Operating Procedure on the Submission of Hard Copies, Electronic Media, and Other Tangible Materials](#).

If the submission deadline is AFTER the published deadline date, explain the circumstances in 6.2.3.

If the sponsor has not identified a deadline date (e.g., this is an agreement to be negotiated), then select **No Sponsor Deadline**.
A new field has been added to indicate a desired Target Date. This is an optional field and can be used when routing a proposal or a contract/funding agreement. If a target date is entered, the explanation field is required.

The Help section provides additional guidance for the use of a target date. Some specific highlights include:

- The target date can be provided in conjunction with a Submission Deadline, for example, when there is a desire to submit a proposal earlier than the submission deadline.
- The target date can be used in situations where there is no sponsor deadline, but proposal submission or agreement execution is desired by a certain date.
  - ORSP will make reasonable efforts to submit proposals and execute agreements by the requested Target Date, but there is no guarantee due to circumstances beyond their control such as high proposal volumes, exceptionally long or complex agreements, non-responsive sponsor, etc.
If proposal selected in question 1.2

- New option to enter Prime Sponsor Deadline

A new field has been added to indicate the Prime Sponsor Deadline if applicable. This is an optional field which displays when you indicate that you are routing a proposal or both a proposal and a contract/funding agreement in question 1.2.
If proposal selected in question 1.2

- Proposal Submission questions display
- New options to indicate that Proposal Submission is not required

The questions related to ORSP submission and proposal submission methods will display based on the answer to Question 1.2, only if you selected proposal or both a proposal & contract/funding agreement. If you selected contract/funding agreement, these questions are not applicable and will not display.

Two new proposal submission method options have been added to accommodate situations where no proposal submission is required. These are not common situations and are not expected to be used often.
The PAF has been updated to include two separate fields for instructions to ORSP, one applicable to routing proposals and a second applicable to routing a contract/funding agreement. The two fields will display conditionally based on the answer to question 1.2. If you select both a proposal and contract/funding agreement in question 1.2, both fields will display. The Help section for each question is specific to the type of instrument you are routing. This is a view of the Help text for proposals. The next slide includes the instructions for contracts/funding agreements.
Instructions for ORSP

- Enhanced help guidance for contracts/funding agreements

**HELP**

When routing a contract/funding agreement for review and/or negotiation, please provide the following, as applicable:

1. Whether ORSP should provide the agreement. If an agreement is attached, please indicate who provided it.
2. Whether there are any requested contract terms (e.g., fixed fee or cost reimbursement).
3. Whether the sponsor has already agreed to fund this project or agreed to any associated terms (e.g., a payment schedule).
4. Whether this project will involve the exchange of confidential information.
5. Whether U-M will be disclosing, or receiving from the sponsor, any confidential information. If yes, provide a non-confidential description of the information to be disclosed and its intended use (e.g., a research topic sentence).
6. Whether it is likely that intellectual property will be created by U-M during this project.
7. Whether publication is anticipated as a result of this funding.

Please note that the Help text is numbered. You can use the numbers for reference in your text entry to assist with providing guidance to ORSP.
If proposal selected in question 1.2

- Calculation of ORSP Deadlines for Full and Limited Review

Once you have completed the questions related to Submission Deadline and click Continue, eRPM will calculate the dates for ORSP Full and Limited Review based on the date entered in the Submission Deadline field. These dates will not display if you indicated that you did not enter a Submission Deadline, such as when routing a contract/funding agreement or a proposal with no specified sponsor due date. For more information on the deadline policy and what is included in Full and Limited review, see the [ORSP website](http://www.orsp.umich.edu).
PAF Changes - Section 6

Final & Supporting Documents

- The instructions for final and supporting documents have been updated.

6.3 Final Documents for Submission

Warning: Do not upload any export controlled information or data to this PAF.

Please do not upload Word, Excel, or multiple documents unless specifically required by the sponsor or instructed by your ORSP Project Representative.

- If you are submitting via Grants.gov Workspace, attach one PDF file of the final proposal.
- If you are submitting to Grants.gov via eResearch, then you do not need to upload any documents here.
- For other submission types, attach as one PDF all required documents to be submitted, or that have been submitted, to the sponsor (e.g., statement of work, budget, etc.)

Note: If you are routing a contract to be negotiated, attach an editable version (e.g., a Word document) of the contract and supporting documents in Section 6.4.

This section has been updated with revised instructions to clarify which documents to upload in the Final Documents and Supporting Documents section. The instructions may be easier to see on the PAF Mock-up.

For Final Documents, the instructions include these highlights:

- If you are submitting via Grants.gov Workspace, attach one PDF file of the final proposal.
- If you are submitting to Grants.gov via eResearch, then you do not need to upload any documents here.
- For other submission types, attach as one PDF all required documents to be submitted, or that have been submitted, to the sponsor (e.g., statement of work, budget, etc.)

Please note: If you are routing a contract to be negotiated, attach an editable version (e.g., a Word document) of the contract and supporting documents in Section 6.4 Supporting Documents.
The instructions for final and supporting documents have been updated.

For Supporting Documents, the instructions include these examples of documents that are appropriate to be included in this section:

- Editable Draft Contracts
- Internal Budgets
- Sponsor Guidelines
- Other draft documents
Updated instructions to indicate you are ready to finalize

6.5 Are all of your documents uploaded and are you ready to finalize?

- Yes
- No

"Final proposal document(s)" are only the documents that will or have been submitted to the sponsor and should be uploaded to Section 6.3.

If you have any other documents (e.g., sponsor instructions, internal documents, or draft agreement for review), upload them in Section 6.4.

"Final" means ready for ORSP submission at any time (i.e., ORSP could submit to the sponsor 2 minutes or 2+ days after it's routed to ORSP). ORSP may be required to provide additional documentation or signatures, but everything else is in its final form. If ORSP submits, ORSP is responsible for uploading the final proposal as submitted to the sponsor of the PAF.

If you answer "Yes", upload your document for submission as a PDF file in Section 6.3.

If you answer "No", note that:
- You may still be able to route your PAF for approval. Check with those in Unit Review on whether they will accept an unfinalized proposal for review.
- You can finalize the proposal later via the Finalize for Submission to Sponsor activity on the main PAF workspace once your proposal is finished and ready for submission.
- You must finalize your proposal to enable CRSP's review and submission of the proposal.

The option to indicate your documents are final has been updated in the PAF. You will still have an option to route your PAF before it is final and use the Finalize for Submission to Sponsor activity to indicate to ORSP that your documents are ready to be submitted to the sponsor.
New question regarding access to proposals submitted via sponsor’s system. Only displays if “Yes” to:

- Q 6.5 Proposal is Final?
- Q 6.2.1 Will ORSP Submit?
- Q 6.2.2 Other Online System

A new question has been added when finalizing proposals to be submitted via the sponsor’s online system. This question will appear on the PAF and also in the Finalize for Submission to Sponsor activity.

This completes the overview of PAF changes coming July 22 to eRPM. If your unit conducts clinical trials, continue on the next slide for information on changes coming to the Clinical Trial Routing Form (CTRF). Otherwise, skip to slide 22.
The eRPM update will include several changes to the CTRF to support the upcoming deadline policy. This page gives an overview of each CTRF section and the changes included in each. Several questions have been moved to different sections to improve the flow of the form. The next few slides provide additional information about the most notable changes. Additional documentation and pictures of all revised CTRF screens can be found in the CTRF Mock-up.
Updates to the Project Administration Page

- Priority Consideration Type question moved to 6.1.2.1

This question has been revised to allow for one selection of priority consideration type. The dropdown selections remain the same, including:

- Competitive Enrollment
- Site Visit Scheduled
- Seasonal
- Other

The Priority Considerations Comments field has been removed. Enter additional comments/information for ORSP in question 6.2.3.
New option to indicate desired Target Date

This new field has been added to both the PAF and the CTRF. It is an optional field. If a date is entered, an explanation is required.
Email Notification Changes

- ORSP Has Requested Changes email updated
  - Includes Required and Recommended changes
- Sample email can be found [here](#).

In addition to PAF and CTRF changes, two system email notifications are also changing with the July 22 eRPM system update. The first is a change to the email sent when ORSP requests changes of the PI/Project Team. 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.
Email Notification Changes

- Proposal Submitted to Sponsor email updated
  - Includes information about the upcoming Proposal Submission Deadline Policy and details about ORSP Review Types.
- Sample email can be found [here](#).

Changes have also been made to the email sent at the time a proposal is submitted to an external sponsor to provide information on the upcoming deadline policy. An example of the full updated email notification can be found at this [link](#).
For more information...

- **Deadline policy website**
  - [https://orsp.umich.edu/deadline-policy](https://orsp.umich.edu/deadline-policy)

- **Google form for submitting questions**
  - [http://myumi.ch/6Oekk](http://myumi.ch/6Oekk)

This concludes the presentation on the eRPM changes planned for July 22, 2019. A RAPid will be sent when the changes have been implemented in the system.

For more information about the upcoming deadline policy, please see the links provided.