DRDA Process Paper Submission

DRDA Administrative Staff will use eRPM for processing PAFs (Submissions) that come in to the office in paper format. Due to the phased implementation of the system, we needed a way to accommodate paper processing until use of the system is made mandatory.

Important dates:
- January 5, 2009 until all campus mandatory use date (to be determined). Required use by all DRDA for all paper submissions (including Medical School) and award processing.

Information needed to begin using the procedures outlined in this document:
- ePAF (paper form) and all supporting documentation.
- Name of DRDA Project Representative for the project.

SECTION LINKS

<table>
<thead>
<tr>
<th>Page</th>
<th>Section Title: to jump to the first page of a section, hold down the CTRL key and click on the underlined title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>eRPM Activity: Log Paper Submission: Create New PAF / PAF Worksheet Field Completion Guide</td>
</tr>
<tr>
<td>12</td>
<td>eRPM Activity: Send to DRDA Core Processing</td>
</tr>
<tr>
<td>14</td>
<td>Notes on Submitted to Sponsor Outcomes and eRPM Next Steps</td>
</tr>
<tr>
<td>15</td>
<td>Notes on Processing Outside of eRPM</td>
</tr>
</tbody>
</table>

http://eresearch.umich.edu
CREATE NEW PAF (under the header Log Paper Submission)

Purpose:

- To provide information on an abbreviated version of a PAF Worksheet prior to sending on for core processing.

Activity Outcomes (When all required fields on first page are completed):

- Generates a DRDA Number for the PAF
- Creates a PAF Workspace
- Moves the PAF to state of Record Paper PAF

1. Login to eResearch (during the Pilot, use the following address: http://www.umich.edu/~eresinfo/erpm/pilot.html)

Note: The system automatically opens to the Home Workspace role that you last used. If needed, click an alternate role title to open your DRDA Home Workspace.

2. Click on DRDA-Staff under Roles to open the correct Home Workspace.

3. Click Create New PAF.
PAF Worksheet: General Information

General Information

1. Enter **Project Title**. (Limited to 256 characters)

2. Optional, enter **Long Title**. The Long Title is used for any title greater than 256 characters and will print on subsequent award notices.

3. Select **Yes** or **No** (Is this a Grants.gov funding opportunity?) to indicate whether this proposal was submitted via Grants.gov.

4. Select **Yes** or **No** (Is this a pre-proposal?)

5. Click **Continue**.
PAF Worksheet: Log Paper Submission page

Log Paper Submission

1. Select DRDA Project Representative.
2. Select Proposal Type/Class Code.

3. Add Proposed Total Budget information.
   - Start Date
   - End Date
   - Rate %
   - Direct Sponsor Costs
   - Indirect Sponsor Costs

Note: Proposed Initial Budget Period is optional.

4. Click Continue.
1. Enter the name of the Sponsor in PAF Name.
2. Select Type.
3. If known, enter the Sponsor ID. The Official Name will be automatically populated for a valid Sponsor ID.
   If not known, Click Browse to search for a valid Sponsor ID.
4. Optional, enter search criteria.
   Tip: Use % as a wild card to increase the likelihood of successful search results. For example, enter %National Institutes of Health% in the Sponsor Name field to return adjacent sample results.
   OR, enter %NIH% in the Sponsor Common Name to find the same results using a common acronym.
5. Click Find.
6. Select UM Sponsor ID.
7. Click OK.
8. Optional, select **Not Found** if a sponsor is new or you were unable to find the sponsor using the previously described search instructions.

9. Enter **Notes**, (Required only if Not Found is selected.) Describe all applicable information regarding new sponsor or sponsor not found.

**Note:** Selecting Not Found will automatically notify DRDA Core Processing. No additional notification is required.

10. Click **Save**.

11. Optional, **Add** additional sponsors.

**Note:** If no PAF Name is provided, the Official Name will be copied into that value on Save.

12. Optional, **Enter** Sponsor Acknowledgement Number.

13. Click **Continue**.
FIELD COMPLETION GUIDE (page by page), cont.

PAF Workspace: UM Key Personnel page

1. Enter uniqname or last name.
2. Click **Find**.
3. Select the person from list of search results.

PAF Workspace: UM Key Personnel page: Select role

4. Select a **UM Role**.
5. Optional, Enter Sponsor Role. This is the role used by the Sponsor to refer to the UM Principal Investigator.


7. Click Save.
PAF Workspace: UM Key Personnel page: Add Appointments

8. Click **Add Appointments**.

Add Appointments window

8 a. Click **Add to PAF** from the list of appointments from HR system.

**Note:** If the appointment is not listed, contact the department to verify if you should proceed. If the decision is to proceed, enter information to the Add Future Appointments section and Click Add to PAF.

8 b. Verify the appointment details.

**Note:** If the appointment listed indicates that the person is Not UM PI Eligible, contact the department to verify if you should proceed. If the decision is to proceed, you will be prompted in a later step to explain.

**Important Note:** The department should be encouraged to contact HR and investigate.

8 c. Click **OK** to return to the UM Key Personnel page.

**Note:** You can continue adding additional UM Key Personnel on the main page by clicking **Add**.
PAF Workspace: Administrative Personnel page

1. Click **Add**.

2. Enter the uniqname or last name of the person.

3. Click **Find**.

4. Select the person from list of search results.

5. Choose **Award Type**.

6. Optional, select **Edit Rights**.

7. Click **Save**.

8. Click **Continue**.

**Note:** If you have multiple Pre-Award and Post-Award contacts indicated, you will be prompted to pick one primary in each category on the upcoming Project Administration page.
FIELD COMPLETION GUIDE (page by page), cont.

PAF Worksheet: Project Administration page

1. Review Project Administrative Home

**Note:** Field defaults to the UM PI appointment home. Use Reset to select a different Project Administrative Home.

2. Select Primary Administrative Contact. This is the primary Pre-Award contact.

3. Select Primary Post-Award Contact.

4. Click **Continue**.

*Ctrl + Click to return to Section Links table*
SEND TO DRDA CORE PROCESSING

Current State: Record Paper PAF

Purpose of Activity:

- To move the PAF into the Inbox of the core processing person so that the remainder of the PAF information can be added.

Outcome of Activity:

- Moves all of the DRDA Approval Statuses to Yes.

PAF Workspace

1. Click the **Send to DRDA Core Processing** activity from the PAF Workspace.

Send to DRDA Core Processing activity window

2. Select Yes or No for the PAF Signature fields
   Have All Investigator Signatures And Have All Unit Signatures to indicate that all appropriate signatures have been collected.

3. Select Yes or No for Has PI indicated a Conflict of Interest on the PAF.

   If Yes, enter a description into COI Description.

4. Click Add to add Submission Method(s).

**Note:** You are required to enter at least one Submission Method.
SEND TO DRDA CORE PROCESSING

Edit PRPSL_Submission Dates and Methods window

4. a. Select or Enter Submission Date. This is the date the proposal was submitted to the sponsor.
4. b. Select Submission Method.
4. c. Optional, enter Submission Notes.
4. d. Optional, enter Submission Tracking Number.
4. e. Optional, enter Submission Recipient.
4. f. Click OK. If you have additional Submissions to log, Click OK and Add Another.

Send to DRDA Core Processing activity window, cont.

5. Optional, add Comments.
6. Click OK.

The PAF is now sent to DRDA Core Processing for completion. From the My Home workspace, you will find the PAF under the tab Proposals in Progress.

Ctrl + Click to return to Section Links table
Notes on Submitted to Sponsor Outcomes and Next Steps using eRPM

The PAF remains in the state of Submitted to Sponsor until a sponsor response is received. The table below describes the potential sponsor outcomes and lists the activity you need to use in order to continue processing. These activities impact the current state of the PAF.

<table>
<thead>
<tr>
<th>Potential Post Submission Outcomes</th>
<th>eRPM Activity to Use for Further Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor awards with no changes</td>
<td>Record Initial Award Information (Refer to support document Processing Awards Overview)</td>
</tr>
<tr>
<td>Sponsor requests changes</td>
<td>DRDA Make Changes or Send to Project Team for Changes (Refer to step by step procedure DRDA Changes)</td>
</tr>
<tr>
<td>Sponsor turned down</td>
<td>Turn Down Proposal</td>
</tr>
<tr>
<td>Project Team withdraws proposal</td>
<td>Withdraw Proposal</td>
</tr>
</tbody>
</table>

The table below lists other activities available in the state Submitted to Sponsor and their use, purpose and/or additional information. These activities do not change the state of the PAF.

<table>
<thead>
<tr>
<th>eRPM Activity</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log DRDA Submission to Sponsor</td>
<td>Use to add additional submission information.</td>
</tr>
<tr>
<td>Post a Comment for the Entire Project</td>
<td>Use to post a comment to the PAF Workspace.</td>
</tr>
<tr>
<td></td>
<td>• You will have an option when completing this activity to send system generated email notifications to specific people on the project.</td>
</tr>
<tr>
<td></td>
<td>This comment is:</td>
</tr>
<tr>
<td></td>
<td>• A permanent part of the PAF record.</td>
</tr>
<tr>
<td></td>
<td>• Visible to all people who have a role on the project.</td>
</tr>
<tr>
<td></td>
<td>• Stored under the PAF Worksheet tab called Activity History.</td>
</tr>
<tr>
<td>Edit Staff Notes</td>
<td>Use to add a comment to</td>
</tr>
<tr>
<td></td>
<td>This note is:</td>
</tr>
<tr>
<td></td>
<td>• Visible to DRDA only</td>
</tr>
<tr>
<td>Add a Note for DRDA Only</td>
<td>Use to add a comment for DRDA only.</td>
</tr>
<tr>
<td></td>
<td>These notes are:</td>
</tr>
<tr>
<td></td>
<td>• Visible only to people with a DRDA role.</td>
</tr>
<tr>
<td></td>
<td>• Stored under the PAF Worksheet tab called DRDA Notes.</td>
</tr>
</tbody>
</table>

Ctrl + Click to return to Section Links table
Notes on Processing Outside of eRPM

Complete any processing outside of system as you do today: e.g., Scan documents for Jane for Core Processing

Ctrl +Click to return to Section Links table