PAF Changes for DRDA

This procedure details how the DRDA staff members can:

- Make and submit PAF changes
- Request changes from the Project Team
- Respond to requests from the Project Team

Important Information

- A PAF may need to be changed for a variety of reasons. How a DRDA staff member can make these changes depends on the PAF’s State (where it is in the process) & the situation.
- When a PAF is in the state of Unit Review, no change activities are available to DRDA staff members.
- All change activities listed in the table below are available once the PAF has moved beyond Unit Review.

<table>
<thead>
<tr>
<th>Activity</th>
<th>When to Use It</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRDA Make Changes &amp; DRDA Submit Changes</td>
<td>• DRDA Admin, PR or SO needs to make changes</td>
</tr>
<tr>
<td>Send to Project Team for Changes</td>
<td>• DRDA is requesting change(s) from the Project Team</td>
</tr>
<tr>
<td></td>
<td>• Project team has requested DRDA action AND DRDA has made the decision to grant the request.</td>
</tr>
<tr>
<td></td>
<td>o Requesting does not automatically allow changes (i.e., does not put the PAF into an editable state). The request must be approved by DRDA using this activity.</td>
</tr>
<tr>
<td>Decline Requested Action</td>
<td>• Project team has requested DRDA action AND DRDA has made the decision to deny the request.</td>
</tr>
</tbody>
</table>
**DRDA MAKE AND SUBMIT CHANGES**

**PAF Workspace (state: DRDA Administrative Review)**

1. The PAF Current State is **DRDA Administrative Review** and cannot be edited. **View PAF Worksheet** appears instead of Edit PAF Worksheet.
2. Click **DRDA Make Changes** activity from the PAF Workspace.
3. Optional, enter **Comments**.
4. Click **OK**.

**Activities**
- Complete Administrative Check
- DRDA Make Changes
- Send to Project Team for Changes
- DRDA Cancel PAF
- Post a Comment for the Entire Project
- Edit Staff Notes
- Add a Note for DRDA Only
5. **DRDA Making Changes** is logged in the Recent Activity list.

   **Note:** eRPM logs who performed the activity (author) and the activity date and time.

6. Click **Edit PAF Worksheet** to go and make changes.
DRDA MAKE AND SUBMIT CHANGES, cont.

PAF Worksheet

7. Make the needed changes in the PAF Worksheet.
   **Tip:** Use the Jump To list to go directly to the page where you need to make a change.

8. **Save** your changes.

9. Click **Exit** to return to the PAF Workspace.

PAF Workspace (state: DRDA Making Changes)

10. Click **DRDA Submit Changes** activity from the PAF Workspace.
DRDA MAKE AND SUBMIT CHANGES, cont.

**DRDA Submit Changes window**

11. Select a **Change Type**.
   
   **Options include:**
   
   - Budget or Budget Justification
   - Cost Sharing
   - Key Personnel
   - Space Resources
   - Typos
   - Research
   - Other
   - No Changes Made

12. Optional, enter **Comments**.

13. Click **OK**.

**PAF Workspace (state: DRDA Administrative Review)**

14. The PAF Current State returns to **DRDA Administrative Review** and cannot be edited. **View PAF Worksheet** appears instead of Edit PAF Worksheet.

15. **DRDA Submitted Changes** is added to the Recent Activity list.
SEND TO PROJECT TEAM FOR CHANGES

PAF Workspace

1. Click **Send to Project Team for Changes** activity from the PAF Workspace.

**Note:** This activity is used to move the PAF to an editable state when:

- DRDA identifies a change that needs to be made by the Project Team.
- The Project Team requests to make changes. The PAF Current State becomes Project Team Requests Action and their activity is logged in the Recent Activity list.

**Send to Project Team for Changes window**

- Optional, enter **Comments**.
- Optional, **Add** documents.
- Click **OK**.

**Activities**
- Complete Administrative Check
- DRDA Make Changes
- Send to Project Team for Changes
- DRDA Cancel PAF
- Post a Comment for the Entire Project
- Edit Staff Notes
- Add a Note for DRDA Only
5. The Project team is now able to **Edit PAF Worksheet**.

**Note:** DRDA is only able to **View PAF Worksheet** while the PAF is in Current State DRDA Review – Project Team Making Changes.

6. The Project Team request for action and resulting DRDA action are logged in the Recent Activity list.
**DECLINE REQUESTED ACTION**

PAF Workspace (state: Project Team Requests Action)

1. Notice that the PAF Current State is Project Team Requests Action. The activity used to decline a request is available only in this state and the corresponding Post-Submission and Post-Award states.

2. Click **Decline Requested Action** activity from the PAF Workspace.

Decline Requested Action window

3. Optional, enter **Comments**.

4. Click **OK**.
5. The Project Team request for action and resulting DRDA action are logged in the Recent Activity list.