

University of Michigan
Division of Research Development & Administration

Standard Operating Procedures & Policies

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| Category: | Proposals |
| Policy No.: | 200.01 |
| Title: | DRDA Review and Approval of PAF's and Proposals – Guidance Document |

I. Purpose & Overview

To describe DRDA's role in reviewing "Proposal Approval Forms" (PAFs), proscribe the deadline by when DRDA requires PAF's and proposals be routed to DRDA to complete that review, and provide guidance to interpret both.

II. Procedure / Policy

A. What does DRDA do?

DRDA PRs are responsible for liaison with sponsors or groups of sponsors (e.g. NIH, NSF, DOD, Industrial Corporations, etc.) on behalf of the University of Michigan research community. Part of this responsibility includes reviewing, approving, and usually submitting proposals formally on behalf of the University of Michigan. Specifically, DRDA:

- Reviews, and when necessary advises the Project Team regarding, budgets and budget justifications to ensure accuracy, completeness, and compliance with sponsor requirements and with applicable accounting and cost guidelines;
- Reviews, and when necessary advises the Project Team regarding, proposals and PAFs for compliance with all other sponsor requirements and guidelines, which may include federal and state laws and regulations;
- Reviews, and when necessary advises the Project Team regarding, University approvals, certifications, endorsements, and/or signatures;

B. What does DRDA require prior to reviewing a PAF and Proposal?

1. A "Finalized" PAF, which has been signed by the PI and all the appropriate signatories for the participating Departments.

Q: What is a "Finalized" PAF? A: A completed and signed PAF that includes the final proposal (defined below). Note that a PAF is not "Finalized" until the Project Team also performs the eRPM activity entitled "Finalize Proposal for Submission to Sponsor."

2. A copy of the final proposal.

Q: What is a final proposal? A: A proposal in its final form, which includes all sponsor-required document(s) and/or form(s), and is ready to be submitted to the sponsor.

Q: Is a form or certification "final" if it has not yet been signed by the appropriate UM authorized official? A: It depends on the individual situation. Contact your DRDA PR in advance for guidance.

C. When does DRDA need this PAF and Proposal?

The final proposal, and completed and "Finalized" PAF, must be routed through eRPM to DRDA no later than four (4) business days in advance of the sponsor's deadline date and time.

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| Approved by: Elaine Brock, Senior Associate Director | Last Revised By: A. Coulter |

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Q: What if my proposal is due to NSF at 11:59 a.m. on Friday? When must DRDA receive the final proposal and Finalized PAF in eRPM? A: DRDA must receive the final proposal and Finalized PAF no later than 11:59 a.m. on the Monday of the same week.

Q: What if there are exceptional circumstances, and I need a PAF and proposal reviewed and approved by DRDA with less than 4-days advance notice? Will DRDA review my PAF and proposal? A: Perhaps. However, you should first check with the administrative office of your School or College and work with them to determine whether any type of expedited review is available to you, and how to proceed.

III. Exception for Administrative Shells

Many people ask DRDA whether there is an exception to the DRDA deadline policy for “Administrative Shells.” In limited circumstances, DRDA may review a non-final PAF and non-final proposal (previously known as an administrative Shell,” and defined below) ahead of the 4-day deadline, depending on the circumstances, and the individual policies of the School or College. Note that this does not override the requirement to route a Finalized PAF and final proposal to DRDA four (4) business days in advance of the sponsor’s deadline date. Please consult your administrative office in your School or College for more details.

Q: What is an “Administrative Shell”? A: An Administrative Shell includes two parts: (1) a non-Finalized PAF (see the definition above), and (2) a non-final proposal which only differs from a final proposal in one way: the technical or scientific text of the proposal may be provided in draft form. In all other respects, the Administrative Shell must include final documents and forms

IV. Resources

Websites:

<http://www.drda.umich.edu/>

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