

**University of Michigan
Office of Research & Sponsored Projects**

Standard Operating Procedures & Policies

Category:	Post-Submission / Pre-Award
Policy No.:	300.01
Title:	Revised Proposal Approval Forms (PAFs)

I. Purpose & Overview

To clarify the situations when a “Proposal Approval Form” (PAF) should be revised, routed, and re-approved in eRPM due to changes in a Proposal submitted to a Sponsor, and contrast situations when it should not.

II. Procedure / Policy

At the time a revised proposal is submitted to a Sponsor, ORSP will review the revised proposal for consistency with the current PAF data. Changes to the PAF data may be required, depending on the following:

A. PAF changes prior to the receipt of a draft Award Document

A PAF will be revised and routed for re-approvals (i.e. all PAF signers must re-sign the revised PAF in eRPM) after the Proposal has been submitted to the Sponsor, but prior to UM’s receipt of a proposed Award Document, for any of the following changes:

- Indirect Cost Rate changes
- UM Cost Share changes
- Project Total Budget amount changes of 20% or more

B. PAF changes prior to ORSP processing of an Award Document

A PAF will be revised and routed for re-approvals (i.e. all PAF signers must re-sign the revised PAF in eRPM) prior to ORSP processing an Award Document for either of the following changes:

- UM Principal Investigator(s) changes
- Project Administrative Home changes

Except for the above situations, no other changes will be reflected through revisions to the PAF in eRPM.

III. Frequently Asked Questions

Q: What happens if ORSP or someone else at the University receives a draft Award Document from a Sponsor, which reflects amounts, tasks, or information that differs from the Proposal the University submitted to that Sponsor?

A: In general, ORSP will obtain the appropriate approvals prior to processing the Award. See ORSP Standard Operation Policy No. 400.01 “Award Acceptance and Routing Process” for details.

Q: What if the Sponsor requires revised Proposal documents, but the resulting Proposal changes do not meet the threshold for revising a PAF (above)? What should I do to update the eRPM record?

A: Revised Proposal Documents which are required by a Sponsor, but do not reflect the changes listed in this policy, should be uploaded to the applicable eRPM PAF record via a Posted Comment, and you should include your ORSP Project Representative as a Posted Comment recipient.

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

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IV. Resources

Websites:

<http://orsp.umich.edu/>

ORSP Standard Operating Procedures and Policies:

No. 400.01 "Award Acceptance and Routing Process"

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