

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

Standard Operating Procedures & Policies

Category:	Post-Submission / Pre-Award
Procedure No.:	400.01
Title:	Award Acceptance and Routing Process

I. Purpose & Overview

To describe ORSP's process for accepting Award terms and conditions, and clarify the situations when ORSP will seek additional approvals prior to accepting an Award.

II. Procedure / Policy

At the time that ORSP or someone else at the University receives a draft Award Document from a Sponsor that reflects amounts, tasks, or information that differs from the Proposal that the University submitted to the Sponsor, ORSP will obtain the appropriate approvals (prior to processing the Award) as follows:

- A. When an Award Document changes the Indirect Cost Rate, UM Cost Sharing, or the Total Project Budget Amount by 20% or more, the ORSP PR shall obtain Re-Approvals of the PI('s), Unit/Department(s), Dean's Office(s) via "Post a Comment to the Entire Project" using the following sample template language:

"ACTION REQUIRED: ORSP has received an award that changes the total budget amount by more than 20% of the originally PAF'd amount of \$_____. Principal Investigator, Department and Dean's Office please post approval for the new award amount of \$_____. Once ORSP receives all approvals, ORSP will issue the PAN. Thank you."

- B. The ORSP PR shall obtain the approval of all Departments/Units and Dean's offices listed on the PAF. If there are numerous Dean's Offices or Departments/Units listed on the PAF, the Administrative Home shall sign last so that ORSP can track that all Departments/Units and Dean's Offices have signed off.
- C. If expedited approval is required in order to accept an award, ORSP or the Administrative Home Dean's Office shall "Post a Comment to the Entire Project" to all PI('s), Department(s), Dean's office(s) to clearly state that expedited review is required. The reason for the urgency shall be clearly stated in order to allow an opportunity for all required signers to sign. If the time constraints are such that all required signers cannot post approval in time for the award to be accepted, then the Administrative Home Dean's Office may post its approval on behalf of all participating Departments/Units using the following sample template language:

"As an authorized signer for the Administrative Home of this project I approve, as a backstop measure, on behalf of the entire project all institutional commitments, terms, and conditions of this award. This will allow time for the participating units subsequent review for their approval and acceptance of their obligations. ORSP – Please issue the PAN."

Except for the above situations, no other changes will be reflected through gathering signatures via posted comment to the PAF in eRPM.

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Approved by: Elaine Brock, Senior Associate Director	Last Revised By: K. Campeau

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III. Frequently Asked Questions

Q: What if the Sponsor requires changes, but the resulting Award Document changes do not meet the threshold for obtaining re-approvals via posted comment? What should I do to update the eRPM record?

A: Any other changes that 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.

IV. Resources

Websites:

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

Compare with ORSP Standard Operating Procedures and Policies:
No. 300.01 "Revised Proposal Approval Forms"

See also Revised PAF versus Award Acceptance Chart (below)

Types of Change(s) to the Proposal	eRPM Process and Approval Requirements	
	If No Proposed Award Document received by UM	If proposed Award Document received by UM for consideration
Indirect Cost Rate	Revise PAF to obtain Re-Approvals	Re-Approvals ONLY via posted comment in eRPM
UM Cost Share	Revise PAF to obtain Re-Approvals	Re-Approvals ONLY via posted comment in eRPM
Project Total Budget Amount changes by 20% or more	Revise PAF to obtain Re-Approvals	Re-Approvals ONLY via posted comment in eRPM
UM Principal Investigator(s)	Revise PAF to obtain Re-Approvals	Revise PAF to obtain Re-Approvals
Project Administrative Home	Revise PAF to obtain Re-Approvals	Revise PAF to obtain Re-Approvals

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