



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

Standard Operating Procedures & Policies

Category:	Post-Submission / Pre-Award
Procedure 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 reapproved in eRPM due to changes in a Proposal submitted to a Sponsor, and contrast situations when it should not.

II. Procedure

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 Unit-approvers must sign the revised PAF in eRPM) after the Proposal has been submitted to the Sponsor, but prior to U-M’s receipt of a proposed Award Document, for any of the following changes:

- Indirect Cost Rate changes
- U-M 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 Unit-approvers must sign the revised PAF in eRPM) prior to ORSP processing an Award Document for either of the following changes:

- U-M Principal Investigator(s) changes – in which case the new U-M Principal Investigators must also sign the revised PAF
- 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,

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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/>

[ORSP Standard Operating Procedures and Policies: No. 400.01 "Award Acceptance and Routing Process"](#)

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