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,
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/](http://orsp.umich.edu/)
ORSP Standard Operating Procedures and Policies: No. 400.01 “Award Acceptance and Routing Process”