



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

**Standard Operating Procedures & Policies**

Category:	Post-Submission / Pre-Award
Procedure No.:	300.04
Title:	Restoring a Proposal Approval Form (PAF)

**I. Purpose & Overview**

Principal Investigators (PIs) and/or their Project Teams (PTs) may request that the Office of Research and Sponsored Projects (ORSP) run the eResearch Proposal Management (eRPM) activity of “Restore Turn Down” for Proposal Approval Forms (PAFs) in the state of “Turned Down.” Restoring a PAF has the effect of (1) clearing all PI signatures, unit approvals, and ORSP approvals, all of which must be re-obtained, and (2) returning the PAF to the state of either “Post-Submission Unit Review” or “Post-Submission Project Team Making Changes.”

The intended functionality of restoring a turned-down PAF is to enable the *continued* consideration of the submitted proposal or for the processing of a pending award based on the same submission. However, PI/PTs will occasionally request that a PAF be restored for the convenience of submitting a similar proposal to a different sponsor or for a different competition/cycle of the same sponsor.

The purpose of this Standard Operating Procedure is to define when ORSP will restore a PAF.

**II. Procedure**

PIs/PTs may request a PAF be restored if the Project Team Posts a Comment. They are required to comment on the circumstances for why the proposal is being asked to be restored.

ORSP will evaluate the circumstances and utilize the “Restore Turn Down” activity when:

1. The PI/PT has received an official award document from the sponsor in support of the original proposal that had previously been turned down.
2. Restoring the PAF will enable the PI/PT to submit a corrected application to the original competition/cycle.

For the sake of clarity, note that ORSP will *not* approve PI/PT requests to restore a PAF in the following situations:

1. The PI/PT has received *informal* notice from the sponsor that an award is forthcoming, but an official award document is not yet in hand.
2. The PI/PT wishes to submit the turned-down proposal to a different sponsor or for a different competition/cycle of the same sponsor.
3. The sponsor has already turned down the proposal but then requests a reduced budget and statement of work in order to issue an award.

In examples 2. and 3. above, a new PAF must be routed. Where appropriate, use of the “Clone PAF” functionality in eRPM is encouraged.

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#### **IV. Resources**

ORSP Website: <http://www.orsp.umich.edu/>

eRPM Email Notifications: <https://documentation.its.umich.edu/node/1308>

Project Team Cancel PAF: <https://documentation.its.umich.edu/node/1207>

Clone PAF Step-by-Step: <https://documentation.its.umich.edu/node/1204>

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