**Standard Operating Procedures & Policies**

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| 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.

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

Note: eRPM automatically turns down a PAF 18 months after submission to the sponsor. If the PAF is revised post-submission, the 18 month clock is restarted.

## 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 only when:

1. The PI/PT has received an official award document in support of the original proposal that had previously been turned down..
2. The PI/PT has received a request in writing from the sponsor for U-M to draft an award document in support of the original proposal that had previously been turned down.
3. Restoring the PAF will enable the PI/PT to submit a corrected application to the original competition/cycle.
4. Sponsor requests additional information to potentially issue an award (e.g. NIH Just-In-Time).
5. The PAF is required to be restored for necessary compliance items (e.g., to request risk mitigation review, to allow the proposal to be added to the IACUC letter).

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 no additional information has been requested by the sponsor.
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. In this situation a new PAF must be routed.

**III. Resources**

- ORSP Website: https://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
- Revised PAF SOP: https://orsp.umich.edu/wp-content/uploads/sites/13/2026/06/sop_300-01_revised_paf_09-11-2020.pdf