Updates to the Post-Submission Proposal Change Process in eRPM (aka “The Revised PAF”)
Moving from PAF to Award

- **Pre-Submission & Submission**: Proposal routing and/or changes through initial submission.
- **Revised PAF***: Proposal changes after being submitted to a sponsor. *According to DRDA Policy.
- **Award Acceptance**: Award document arrives on campus and varies from last proposed (no PAF changes).
- **Award Set-up**: Award accepted and ready to be established.

PAF → Award
Walk Through of Revised PAF

• Who is proposing changes
• Current Process
• Proposed Process
• Benefits / Concerns with the Proposed Process
Current Revised PAF Definition

Occurs when a **material** change is required to a proposal that was previously submitted to a sponsor.

- “Material” is currently defined in DRDA policy as a 20% or more increase/decrease from the prior PAF budget or any change to cost sharing or indirect cost rate
- Also applicable for PAFs with a change to PI or Administrative Home Department prior to award processing
Current Process – Revised PAF

**Flowchart Description:**

1. **PAF Submitted to Sponsor**
   - DRDA sends PAF for changes*.
2. **PI/Project Team**
   - Make Changes.
3. **Submission to sponsor is logged**
4. **DRDA**
   - Revised PAF
5. **Departments/Schools/Colleges**
   - DRDA may request re-review from one or more departments.

* According to DRDA Policy
Current Process

• -OR version captured on initial submission to sponsor.
• DRDA can make changes or route PAF back to the PI/Project Team for changes.
• DRDA can request departmental re-review on a case-by-case basis.
• Process varies depending on the changes required.
Identified Issues with Current Process

• Only the PI/Project team and DRDA are required to review and accept changes, unless specifically routed for departmental re-review(s).

• Process is applied inconsistently:
  – Various standards for when PAF is returned to PI/Project Team for changes
  – All units may or may not be required to re-review

• Does not allow replacement of original submission data (-OR) in the data warehouse.
Proposed Process – Revised PAF

- **PI/Project Team**
  - DRDA sends PAF for changes*
  - **PI/Project Team Make Changes**

- **Departments/Schools/Colleges**
  - Unit Reviewers Approve Changes

- **DRDA**
  - Dean’s level approver has option to overwrite the –OR data
  - DRDA logs submission to sponsor or sends to Project Team to log submission

- **Revised PAF**

* According to DRDA Policy
Proposed Process

• DRDA sends the PAF to the PI/Project Team for changes
  – All departmental approvals are removed; PI signature(s) are removed

• All departments listed on PAF are required to review and approve changes.
  – Administrative Home Dean’s level approvers retain ability to Expedite to DRDA if necessary
  – Admin Home Dean’s level is given option to overwrite the OR data in the data warehouse

• DRDA or the Project Team logs submission
  – 18-Month Turn Down date is updated to reflect re-approvals
  – -OR data updated in data warehouse (if applicable)
Why Make These Changes?

- System functionality to match guidelines on when PAF revisions are necessary
- System functionality to incorporate departmental review for all changed proposals meeting the revised PAF criteria
- Discussions on resource commitments would be held by those responsible for the commitments
- In eRPM, there will be transparency and data – any delays in the process can be identified and addressed
Questions & Comments