

Specific Business Processes for the Health System

Please note that there may be additional requirements for your department / division not shown here.
Contact Heather Offhaus (hills@umich.edu) for clarification or further information.

Question	Onscreen Help	Sets Routing?	Unit Specific Directions
1.7 Deadlines	School/College Deadline: Refer to your School/ College for deadline policy information.		Required by Medical School please see directions related to the School policy. Note: Currently no requisite use in the Hospital.
1.17 Project Abstract/Statement of Work	May be required by some units. Include if available because this text is searchable, expanding searches beyond project title in the eRPM data set (data warehouse).		Required by Medical School and Hospital.
1.18 Descriptive Key Terms	Enter 3 Key Terms .		This is optional when using the eRPM system.
1.19 Project Goals	Describe briefly the goals of the project. Generally required when a potential sponsor requests complete lists of other active awards and pending proposals. May be used to build other support.		This is now optional however, strong recommendation to use so that faculty have ability to catalog information for other support that may need to be generated.
2.3 UM Key Personnel	Adding UM Key Personnel has two main steps: 1. Add the person. You must click SAVE. 2. Add Appointments for the person.	Know your Dept ID Tree.	Within this question, you are required to fill out each (and every) appointment associated with the effort for the individuals on the project.
2.7 Project Administrative Home: *	Defaults to the selected appointment for the UM Principal Investigator. Can be changed if desired using the Select button.	Know your Dept ID Tree.	This should be (with few exceptions) the same unit as the PI's effort. Exceptions can be made in the case of centers please contact the Grants Office for assistance.
2.10 Key Personnel Detail Proposed Effort - Academic Yr - Summer - Calendar Yr			This continues to be optional however, strong recommendation to use so that faculty have ability to catalog information for pending other support that may need to be generated OR for a unit to easily pull data about anticipated effort / effort review at time of award.

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3.2 UM Cost Share	<p>Not a way of requesting cost sharing. Request cost sharing directly from participating units to secure commitments. Record commitments in the UM Cost Sharing section.</p>	X	
3.7 Proposed Budget PROPOSED INITIAL BUDGET PERIOD	<p>For initial project budget:</p> <p>Type or select start and end date.</p> <p>Type indirect cost rate in the Rate % field.</p> <p>UM Cost Sharing comes from information provided in UM Cost sharing totals.</p> <p>Enter sponsor amounts for direct costs and indirect costs.</p>		<p>Proposed Sponsor Initial Year Budget is required by Medical School and Hospital Units – please see directions related to implementation. (UM Cost sharing columns is not required, but may be used at the option of the department.)</p>
3.13 Indirect Cost Waiver Documentation	<p>If an indirect cost waiver has been requested and approved, attach supporting documentation.</p> <p>Click the help link to learn how to attach documents.</p>		<p>Required by Medical School and Hospital Units. Additionally the Medical School has a policy that governs consideration and you are required to use a school specific form.</p>
3.15 Subproject/Grant Details*	<p>Page 4 of the ePAF. Optional May not be required by some units.</p> <p>The purpose of this page of the worksheet is to help identify and estimate subaccounts for applications that involve multiple units. Designed for completion at the proposal preparation and routing stage, it sets forth a tentative distribution of award funds among the participating units. The budget arrangements are subject to change, based on the actual award and subsequent negotiations, and are not considered final. It does, however, provide a useful planning guide for anticipated financial responsibilities and distribution.</p> <p>Tip: You can look up departments in the Blue Pages Unit Heads/Administrators Listings.</p>	X	<p>There is no current Hospital or Medical School policy to require the use of this field. HOWEVER, if you do use (or participate on a project in a unit that is requiring you to use), you must upload documentation that clearly defines the budget numbers and shows the specific allocation to the subaccount information entered.</p>
Question	Onscreen Help	Sets Routing?	Unit Specific Directions

<p>4.1 Required Space*</p>	<p>Space information that you can select in this section comes from the M Pathways Financials system (Space Management database).</p> <p>Click the help link to learn how to add space for key personnel.</p>	<p>Know your Dept ID Tree.</p>	<p>This is the most complicated aspect of the eRPM system in the Medical School and Hospital. Please refer to the guidance document on space entry to help.</p>
<p>4.2 General Space Requirements</p> <p>Indicate any space required that is not associated with a specific key personnel</p>	<p>Space information that you can select in this section comes from the M Pathways Financials system (Space Management database).</p> <p>Click the help link to learn how to add general space.</p>	<p>Know your Dept ID Tree.</p>	<p>This is the most complicated aspect of the eRPM system in the Medical School and Hospital. Please refer to the guidance document on space entry to help.</p>
<p>4.3 Footage</p> <p>If additional space has been committed for this project, indicate the square footage committed</p>	<p>If you don't have enough project space, contact your unit administrator.</p> <p>Tip: You can look up departments in the Blue Pages Unit Heads/Administrators Listings.</p>	<p>X</p>	

1.7 Deadlines:

Note: Only for Medical School Proposals, not Hospital

Medical School Standard Policy:

<http://www.med.umich.edu/medschool/grants/policy.htm>

NIH Deadline Cycle with Medical School date already calculated:

<http://med.umich.edu/medschool/grants/deadline-cycles.html>

Calculating Medical School Deadlines:

Policy is 7 business days prior to DRDA policy to send proposal. This *includes* the day it needs to leave DRDA.

Example:

American Heart – Assume a send to sponsor date of February 27th

We have a deadline date of February 19th

15	16	17	18	19	20	21
				7 School Due Date	6	
22	23	24	25	26	27	28
	5	4	3	2	1 Mail to Sponsor	

Use of Hospital Space for Medical School Proposals

Medical School proposals that use clinical space may be signed off by the CDA of the department using the space. In order to route space (either found in the space system OR entered as an area) to the correct person, you have to enter the corresponding DeptID for the CDA.

As of 2/10/09, the following DeptIDs would be used for department and CDA:

233000	Anesthesiology Department	Paul Salow
235000	Dermatology Department	Matt Bazzani
235500	Department of Family Medicine	Quinta Vreede
236999	Internal Medicine	Lindsay Graham
246000	Neurology Department	Robert Davies
246999	Obstetrics & Gynecology RollUp	Janet Hall
248000	Ophthalmology & Visual Science	Perry Schectman
248999	Otolaryngology	Leigh Bowers
251099	Pathology Department Roll Up	Martin Lawlor
251999	Pediatrics	Jamie Dimond
254000	Physical Medicine & Rehab Dept	Doug Duwe
259999	Psychiatry	Joe Thomas
300999	Radiology	Maria Ceo
301499	Radiation Oncology	Scott Wood
301999	Surgery	Phyllis Blackman (Interim)
302299	Emergency Medicine Roll Up	Peter Forster
303000	Neurosurgery	Don Tomford
304000	Orthopaedic Surgery	Carolyn Cole Brown
305500	Urology Surgery	Jack Cichon
306599	Cancer Center Roll up	Marcy Waldinger

The updated list will be available:

http://med.umich.edu/medschool/grants/umms_authorized_signer.html

or contact Heather Offhaus (hmillis@umich.edu) with questions

Training, Education, & Reference Material

“We will post this on the web.”

By late February, find resources posted:

<http://www.med.umich.edu/medschool/grants/erpm-news.html>

Other Education Opportunities:

Try the online tutorials

http://www.umich.edu/~eresinfo/erpm/sims/PAF_EL/PAF_course.html

“Play” in the eRPM Sandbox

<http://www.umich.edu/~eresinfo/pm.html>

Attend a hands-on course

http://cgi.research.umich.edu/training/research/research_training.lasso

All classes below are targeted at the Health System, begin at 9AM, and are held in 2802 Med Sci II – the Taubman Library Classroom

Day	Date
Wednesday	Feb 18
Friday	Feb 20
Tuesday	Feb 24
Wednesday	Feb 25
Friday	Feb 27

Call early and often

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3-4272