Administrative Personnel in eRPM & GL
Who’s Who…

System roles define contacts for future notifications and questions:

ORSP has questions in the PAF record:
   Primary Research Administrative Contact in PAF

ORSP has questions in the AWD record*:
   Primary Post-Award Contact in AWD

Sponsored Programs / Finance has questions in FIN:
   SAPOC (which is populated with the Primary Post-Award Contact)

*Even if AWD record has been created but not released….
Administrative Personnel entered on the PAF set the *initial* population in AWD and the SAPOC

<table>
<thead>
<tr>
<th>PAF</th>
<th>Populates</th>
<th>AWD</th>
<th>Populates</th>
<th>FINPROD</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.8 Primary Administrative Contact</td>
<td>General: Administrative Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.9 Primary Post-Award Contact</td>
<td>Primary Post-Award Contact</td>
<td></td>
<td>Single Administrative Point of Contact (SAPOC)</td>
<td></td>
</tr>
<tr>
<td>2.6 Administrative Personnel <em>(Only)</em> Pre-Award</td>
<td>✓</td>
<td>Does not transfer over</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post-Award</td>
<td>✓</td>
<td>General: Administrative Personnel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Choices?

I want the same person to get notifications / questions from ORSP in PAF & AWD – but someone else to be SAPOC

- List same person as *Primary* and *Post-Award* contact
- List the (eventual) *SAPOC* in Administrative Personnel so they have access to the record
- Contact SP Customer Service to change *SAPOC* once P/G is established

I want different people to get notifications / questions from ORSP in PAF v. AWD – same SAPOC

- Use *Primary* point of contact for PAF questions
- Use *Post-Award* contact (in PAF) to pre-set AWD questions
- *SAPOC* will auto-populate with Post-Award Contact at time of AWD initiation
I want the SAPOC to auto-populate, but someone else handle ORSP Post-Award Questions

- Set the *Primary* point of contact for PAF questions
- In PAF, put the *SAPOC* in the Post-Award Contact
- Once the record becomes an award, hand change the *Post-Award Contact* to someone else in AWD.

*(Remember that the AWD notice will first send to the initially populated Post Award Contact)*

I want this to be easy….

- Wait for a future iteration
Words to the Wise

• Just before an award is made, double check the PAF record to be sure you have the “correct” people

• Be sure that all that should have access to the Award documents are in the Administrative Personnel set OR have all-unit access through Manage Department

• Remember that PAF, AWD, and FIN are 3 separate records --- changing a name later in one place, only changes it in that one place
Updating Administrative Personnel

eRPM
Update via Manage Administrative Personnel or submit ITS help ticket for batch changes of greater than 20 records

Report Resources / eRPM Request Admin Personnel Change:
  AWD – Administrative Personnel
  PAF – Administrative Personnel
Updating Administrative Personnel

FINPROD (SAPOC)
Email project Sponsored Programs Coordinator

- AWD PG (Award ID) *SAPOC
- Sponsored PG *SAPOC
- Sub PG
Sub SAPOC

*The Award number is a PG containing data, including SAPOC information. When making SAPOC changes to non sub-accounts you also update the AWD PG SAPOC (e.g. please update SAPOC for Fxxxxx & AWDxxxxx).

When updating sub SAPOC no change to AWD SAPOC (e.g. please update SAPOC for Fxxxxx)

Report Resources / Business Objects:
User Shared >> Sponsored Programs >> Sponsored Programs Project/Grant SAPOC change request

Report returns results for all PG’s you are SAPOC of (including AWD PG’s)
QUESTIONS?

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