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></td>
<td>General: Administrative Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.9 Primary Post-Award Contact</td>
<td></td>
<td>Primary Post-Award Contact</td>
<td></td>
<td>Single Administrative Point of Contact (SAPOC)</td>
</tr>
<tr>
<td>2.6 Administrative Personnel (Only) Pre-Award</td>
<td>✔️</td>
<td>Does not transfer over</td>
<td></td>
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<td></td>
<td>General: Administrative Personnel</td>
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<tr>
<td></td>
<td></td>
<td>Post-Award ✔️</td>
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</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
Choices? MORE!

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

*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).

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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