



**MEDICAL SCHOOL**  
UNIVERSITY OF MICHIGAN

# Administrative Personnel in eRPM & GL



GRANT SERVICES & ANALYSIS

# 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

PAF	Populates	AWD	Populates	FINPROD
2.8 Primary Administrative Contact		General: Administrative Personnel		
2.9 Primary Post-Award Contact		Primary Post-Award Contact		Single Administrative Point of Contact (SAPOC)
2.6 Administrative Personnel (Only) Pre-Award <input checked="" type="checkbox"/>		<i>Does not transfer over</i>		
Post-Award <input checked="" type="checkbox"/>		General: Administrative Personnel		





# 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).

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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