

Changes to PAF Space – Specifics for Medical School projects

For use with PAFs created AFTER the eRPM Release 12/21/2015

In an effort to reduce administrative burden, the following process changes are being allowed in the Medical School with regard to how space is listed and approved on PAF's. Areas of documentation / approval changes for the PAF:

- Use of Medical School's Center space
- Medical School provided Research Space
- Medical School guaranteed Clinical Office Space
- Use of other Clinical Space
- Special Circumstance: 2 or more circumstances apply for one individual

Note: These instructions are for Medical School space. Other units on campus, or even Medical School departments, may ask for more specific information. Each unit is allowed to self-define use of the fields. This document is intended to describe the MINIMUM needed for Med School Dean's Office Approval.

These instructions are to be used in conjunction with the school's current space expectations for the PAF: [Medical School Space FAQs](#)

Throughout the document, it may be helpful to reference the ITS [Step-by-Step Procedure](#). Also, for demonstration, [a video is available](#), but should not replace the specific requirements in the Medical School listed below.

Use of Medical School Center space:

Effective immediately, the unit guaranteeing the investigator access to space should approve the space. For example: If an investigator uses space in the Cancer Center, but the space is guaranteed by and paid for (in the FAM model) by Internal Medicine, Internal Medicine will approve the space. This is true for all centers that provide a co-location of individuals, but having space to do research is guaranteed by another unit.

In the system, the reflection of the guaranteeing unit may be addressed by a space override to the guaranteeing unit OR through the new option of "Adequate Space" described below.

Med School Centers include Cancer Center, IHPI, and other school-based units. Campus centers such as LSI and ISR would be governed by their local policies, same as all non-Med School units.

Medical School provided *Research Space*:

For each investigator, Units may choose to enter a minimum of three data elements in PAF question 4.1:

- “Adequate Space Committed, No additional space identified”
- The Dept ID of the unit guaranteeing to provide research space
- And a Comment: whether the space is intended to be in the School’s space envelope (“Medical School space” is sufficient.)

(See ITS [Step-by-Step](#), top of Page 2 for picture.)

Approval REMAINS with the Medical School department guaranteeing the space.

Choosing this approach means that during the course of the project (should it be funded) the Dept ID entered as associated with the statement will work with the named person to provide adequate space as mutually understood. Please remember that the Resources section of the proposal may list specific space and you will want to review that carefully before approving this option. Generally, we also recommend that the resources do not list specific square footage or specific room numbers, unless beneficial to the peer review process.

Note: If the research space is assigned to the hospital, you must follow the same guidelines as below: Use of Other Hospital Space.

If detailed space is listed on the PAF, and if there is detail in the proposal, these are required to match. The proposal will be reviewed to ensure that details are consistent.

If space is needed from a department where one of the investigators are not on the PAF as Participating Faculty with Effort, the PRA will answer question 4.2 (General Space) and include the same three pieces of information, making sure to indicate the correct Approving DeptID and writing a description of the space / why assigned. This will ensure that the PAF will route to the appropriate unit.

Ex: Your PI will be using a technician from Radiology, but there are no Radiology faculty on the PAF.

Ex: The PI is a junior faculty member in Unit A who is being mentored by a faculty member in Unit B, and is using space in Unit B.

Medical School guaranteed *Clinical Office Space*:

If it is necessary to list office space on the PAF, Units may choose to enter the minimum three data elements in PAF question 4.1:

- “Adequate Space Committed, No additional space identified”
- The approving Dept ID as the department that is required to provide an office
- And a Comment: whether the space is intended to be in the Hospital’s space envelope (“Clinical Office space” is sufficient)

(See ITS [Step-by-Step](#), top of Page 2 for picture.)

Approval **CHANGES** to the Medical School department guaranteeing the space.

However, because use of clinic space has potential impact to the clinical revenue of a hospital-based unit, we cannot extend signature authority beyond the CDA of the clinical department. You may, though, list without specific clinic room numbers.

Use of Other Hospital Space:

Units may choose to enter a minimum of three data elements in PAF question 4.1:

- “Adequate Space Committed, No additional space identified”
- The approving Dept ID should be listed as the Clinical Department to which the space is associated
- And a Comment: That the space is clinical delivery space from the Hospital’s space envelope (“Clinic space” or “Hospital Research Space” is sufficient)

Approval **REMAINS** as either the CDA of the unit **OR** the chief officer of Hospital administration responsible for the clinic / floor.

If you choose to find specific hospital space, the Dept ID listed (UMH, CW, etc) should be overridden **PRIOR TO ROUTING** from the Hospital Dept ID to the clinical department responsible. This will keep the project from misrouting. As before, the CDA approval may be demonstrated by the CDA’s unit approval of the PAF; an Ad Hoc approval on the PAF; or an uploaded email from the CDA which indicates the PAF # and a statement that the Department agrees to provide the clinical space.

Special Condition: Two or more of the above circumstances apply or one individual:

We need to be able to track the different types of space (Medical School and Hospital). In the event you have a single investigator that has multiple types of space, please follow the directions on the ITS [Step-by-Step Procedure](#) to “Enter Additional Rooms for an Investigator” (Top of page 3)

It is very important for data collection and the Grant Review & Analysis Office will be comparing the Resources listed in the proposal for space *TYPES* documented on the PAF.

Final Thought – be nice to other administrators:

In instances where space is required from outside schools or colleges, we need to be cognizant of the amount of PAF changes that are made after routing. Each check-out and return of the PAF to do an override or tweak to meet another unit’s space requirements sends out a host of emails.

Prior to routing the PAF, Med School units will contact the outside unit to determine room numbers and appropriate reflection of space. Or you may choose to add administrative staff from the other units during Proposal Preparation so that they can then add space and appropriate Dept IDs **prior** to routing.

Questions? Comments? Suggestions?

We expect that this change to the eRPM system will take a couple months to settle in. During this time, we will work on refining this document – though we fully expect that it will become old hat rather quickly.

If the system does not work as described or based on use of the system there are other clarifications you feel need made, we welcome the feedback!

msgrants@umich.edu