



PAM

Proposal and Agreement Management

Frequently Asked Questions

Question	Answer
General	
When will Caltech transition to PAM?	The PAM launch is currently planned for Fall 2025.
What Training will be available for PAM?	Role-based training will be provided before the PAM Launch in Fall 2025. Types of training include: <ul style="list-style-type: none">• Task-based written guides• Comprehensive user guides• Instructor-led sessions
Does PAM include error checking?	Yes, for proposals developed in PAM and submitted from PAM to grants.gov, PAM includes error checking, just as Cayuse does.
Will PAM provide push notifications of action items or approval requests to the Grant Manager on a record?	Yes, there are several notifications in PAM throughout each workflow process.
When the chair gets emails to approve, how will the notifications work?	As each transaction reaches the point that requires approval, the approver (e.g. division chair) will receive an email notification that will include a link to the transaction to be approved.
We'll be able to send push notifications, correct?	Yes, in addition to automated notifications, specific notifications can be sent on an ad-hoc basis.
Is there an option to streamline approver notifications?	Within the approver's dashboard, the approver can see a summary of all the items pending their approval.
Will documents also be saved in RADAR or will PAM be the repository for this documentation? If PAM will be the repository, having a budget in the system would be helpful (especially for GM's who take over an exciting award).	PAM will be the repository for all proposal and award documents. To the extent you want to add files to a proposal or award record, such as the original excel spreadsheet, you can do so. Once we go live with PAM, we will stop adding documents to RADAR.
Proposals	
What about the DAF and MORA forms?	The DAF and MORA forms will be built into PAM in the Proposal SmartForm. As you build the proposal in PAM, you will be providing the information currently requested on the DAF and MORA forms.

What about Cayuse?	PAM will have the same S2S capabilities as Cayuse for S2S with Grants.gov. Once we transition to PAM, we will no longer use Cayuse to submit proposals via Grants.gov.
I am submitting a proposal not through Grants.gov. What proposal information will I be required to put into PAM?	The following information is needed: <ul style="list-style-type: none"> • DAF & MORA information • Project key/senior personnel, and committed effort
Will this system be for any type of proposal that goes through Caltech?	As currently planned, all proposals submitted through OSR will go through PAM. Most proposals submitted through Foundation Relations will go through PAM.
Who will have access to the salary details in the budget?	<p>There will be two available views of the budget in PAM. One will be a categorical budget view, and the other will display budget details, including salary.</p> <p>Only those with the salary-view role will be able to see salary details in PAM. The salary-view role will be determined by division leadership, and managed by OSR.</p> <p>In order to maintain salary confidentiality, salary data will not be imported automatically from the HR system; salary details will need to be entered into PAM by division personnel, as currently occurs with Cayuse and other agency systems.</p>
How can I compare versions of a proposal in PAM?	The History tab displays a list of past versions of the proposal, and you can choose to compare versions.
Regarding proposals where the funding amount has increased/decreased- how would this work in PAM?	There is a function to modify the proposal, such as for a revised budget. Likewise, if the increase/decrease to the proposed amount occurs upon receipt of award, the revision can occur at the time the award is processed.
Will we create the budget in Excel and budget justification in Word and upload the documents to PAM, or will we create those documents within PAM?	You will follow the same process you do now. For example, if you currently draft a budget using excel in order to have discussions with the PI about what is needed, you would continue to do that. However, you would enter the budget values into PAM as you do now in other systems, such as Cayuse, research.gov, NSPIRES, etc.
Does PAM "skip" questions that don't relate to your proposal and move you forward to the next applicable question or page?	Required form questions are defined with a red asterisk, and the system will allow you to skip past questions that are not required.

Will PAM include the current overhead and fringe benefit rates?	<p>It would work similarly as to how we do it now in Cayuse.</p> <p>F&A rate defaults to Caltech's current negotiated rate. There is an option to override and use other rates on a proposal-by-proposal basis.</p>
<i>Proposal Routing & Approval</i>	
Will the PI certify the proposal in PAM?	Yes, the PI must sign off on each proposal to certify accuracy and completeness, just as they do now on the DAF.
Will Senior or Key Personnel still be required to certify or approve the proposal before it moves on to the division chair?	Yes.
Do the other folks who need to certify also have a dashboard with pending items, or will they only get email notifications?	Every user has a dashboard that will include a list of action items pending their approval.
Is there a way to forward a proposal to OSR for a preliminary review, for example, if we're working on a complex budget?	Yes, the system has the capability to forward a proposal on an ad-hoc basis prior to formal routing. This would happen within the system so that the request for review can be tracked and responded to for full visibility.
Is proposal approval routing strictly linear or can parts be done in parallel?	<p>Routing can be done in parallel. For example, you could forward a draft of the proposal to the Provost's office for MORA review in advance of routing the proposal for approval; this is known as an Ancillary Review.</p> <p>When routing a proposal for approval, it can be routed in parallel, for example if two division chairs need to review and sign off; those separate sign offs can occur independently, but both would be required for OSR to submit the proposal as is currently the case.</p>
Will PAM show the status of a proposal or an award with regard to routing, Research Compliance approvals, negotiations of terms, etc?	The system will show the status of a proposal and award wherever it is in the routing process including if it is pending action from a particular office.
<i>Proposal Access</i>	
Can specific individuals be granted access to a proposal?	Yes, you can identify individuals on any proposal who do not have automatic access but to whom you want to give either edit or view access.
If someone is granted specific access to a proposal who would not normally get that access, does their access time out?	No, their access would need to be removed. However, reports can be created to identify those who have been given specific access so the division can determine whether that

	access should be removed after it is no longer needed.
Is there any way to view who has accessed the proposal?	Yes, the system allows you to see who has access to it, who has edited it and when, and what edits have been made and by whom.
How does salary information for project personnel get into the budget in PAM?	The person preparing the proposal, such as the grant manager, will enter the salary into the proposal in PAM the same way you do now into other systems. PAM will not pull salaries from HR.
Are the roles made for all proposals or can they be modified per proposal?	All roles are system wide, meaning, if a user has an assigned role, they have that role across the system, but their access is limited by their division. For example, if an individual is in a division, they will only be able to see transactions for their division with their assigned roles; if they are given access to another division's proposal, they will be able to see that proposal only, but with all the same roles in their current division.
How can I see proposals that are not in my division but which my PIs are on?	Contact the Grant Manager on those proposals and ask that they add you as a reader/editor on a case-by-case basis.
Agreements	
Will FUAs and TSAs be initiated and managed in PAM?	Yes, the FUA/TSA process will be handled in PAM- the questions on the Info Form will be integrated into the process. We will be discussing subawards & FUAs in the future, but in short, routing, approval and negotiation of subawards and FUAs will occur in PAM and divisions will be able to see the status of those transactions, just as for proposals and awards.
With regard to FUA/TSA transactions, will PAM be able to track invoices and communicate with the financial system?	PAM is not a financial system, nor an accounts receivable system. Therefore, it will not perform these functions. However, it is an agreement management system and a document storage system, and can store all documents associated with these transactions.
Can we store other types of agreements in PAM that don't go through OSR?	Yes, OSR can work with the division to identify these agreements and the best way to enter them into PAM.
What if the division misidentifies the agreement type? Can it be changed without starting over?	It depends on the type agreement the division intended to submit. Fee for service and subaward have specific intake forms built into PAM. Those must be completed in

	<p>order for the agreement to be processed. The type of other agreements submissions can be changed without resubmission.</p> <p>Since Research Administration will receive all requests regardless of agreement type, ORA will work with the division if the agreement type is incorrect.</p> <p>If the error is discovered by the submitter, the submitter can pull back the request, change the agreement type, and resubmit.</p>
Should we submit requests for material transfer agreements, data usage agreements, and confidentiality agreements through PAM?	These types of agreements are managed by OTTCP rather than OSR. These agreements may be submitted through PAM, and OSR will forward them to OTTCP as appropriate. To the extent that one of these types of agreements is related to a sponsored award, OSR plans to store copies in PAM, regardless of which office processes the agreement.
For renewing a Fee for Service agreement, do we have to create a new agreement for every renewal?	No, existing agreements can be extended. However, it also depends on whether the external entity requires establishing a new agreement.
Subawards	
How will the financial information work when requesting issuance of a subaward?	TechMart will still be used mostly the same as it is now – to submit a request to identify the PTA information for the subaward being requested as well as approval and payment of invoices. However, you will not submit subaward documents through TechMart, as you do now. Rather, you will submit a request through PAM to issue a subaward that will include all the associated documents.
What if we forget to create a subaward request in PAM after creating a requisition in TechMart?	The subawards team will contact the division if it receives a TechMart requisition for a subaward without also receiving a subaward request via PAM.
Will Accounts Payable have any role in PAM?	Invoice processing will remain in TechMart, not in PAM, so Accounts Payable will not have a role in PAM.
Why do we still need to use Techmart?	We will continue to use Techmart to identify the PTA that funds the subaward and to accomplish invoicing and payment with the subrecipient. PAM will collect all the processes not currently happening in Techmart, such as negotiation and issuance

	of subawards. PAM and Techmart will each include the ID number for the other system.
What is happening with RADR?	We will keep the existing records in RADR. On a go-forward basis, records will be maintained in PAM.
What are some benefits to the subaward process in PAM?	Transactions in PAM will be linked. For example, if you look up a subaward you'll be able to track it to the award and proposal associated with that subaward. There will be more subaward data available. You will be able to run customized reports out of PAM. Increased visibility into each subaward transaction

FAQs will be recorded here throughout the project – additional questions and answers will be incorporated here as needed.