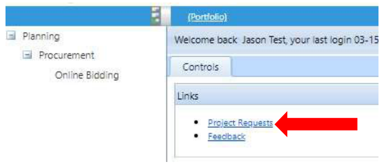
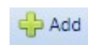
PMWeb Submitting Project Request to Office of Research

1. Navigate to URL: https://bu.pmweb.com/PMWeb. Select “click here” as shown.

2. Log in using your BU username & Kerberos password.

3. You will arrive at the PMWeb landing page. Click the **Project Requests** link



4. You will arrive at the Project Request list view. Click the Add  button at the top
(Note: if this is your first project request, skip this step)

5. The Project Request window opens.

6. Enter the following details:

- Contact information
- Location
  - Select building where the project will take place.
  - If the location is yet to be determined or the project will occur in multiple buildings, select 0 Charles River Campus, 0 Medical Campus, or 0 Fenway Campus
- Category:
  - Add project level category type or best guess

    1: Minor: *5 – 12 weeks, <$25K (maintenance / cosmetic improvements)*
    2: Moderate: *12 – 26 weeks, $25K - $100k (impacts multiple rooms, usage of space, installation of new furniture or kitchenette)*
    3: Elaborate: *6 – 12 months, $100K - $1M (reconfigure multiple building systems)*
    4: Substantial: *1 – 2 years, $1M+ (significant impact on one or more floors of a building)*
    5: Major: *2 – 5 years, $15M+ (Ground up new construction or complete renovation of building)*
- Description
  - Provide a concise project name that provides details of the project (example: 53BSR Room 503 Office Renovation)
- Scope
  - Include a brief description of the work requested & why necessary/required.

7. Click the save button  at the top of page.

8. Open the Specifications tab. To edit these fields:
   a. Click the first line.
   b. Hold Shift and click the last line. *(The selected rows turn orange.)*
   c. Click the Edit button.
   d. Enter information
   e. When done, click the **Update Records** button

9. Add the following details in the Specifications tab:

- Scope
- Ideal construction start date
- Funding source
- Anticipated cost object
- Is project related to a new faculty hire?
- Requesting Unit:
  - Most Research Units should use **Academic Institutes & Centers** (146000)
    - Research Compliance should use **Research Compliance** (104510)
    - **Photonics & Kilachand Center** should not use Academic Institute & Centers
- Additional space?
- Design assistance?
- Will project be Implemented?
- Does the project require renovation?
  - Demolition
  - Furniture
  - Ventilation
  - Moving or building walls

10. Click the save button  at the top of page.
11. Click the **Submit** button (on the top section of the page, next to the Scope field).

- The request is submitted to workflow *(the fields in the Project Request will be locked once the request has been submitted.)*

Troubleshooting

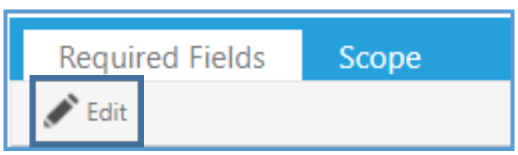
Can’t edit the required field tabs?

Did you save the header of the page first? You can’t edit the required fields until after you have saved the top part of the page, and this is a common question/resolution that comes up from every user from time to time.

You can tell if the Required Fields are available if the Edit button is Greyed out or Black. If it is Greyed out then you need to save the header, if it is dark, then the fields are fine to edit. (See Examples below)

Page Unsaved, Edit button Greyed out

Page Saved, Edit Button now dark.



Header completed, Save Button indicated