

To: eProposal Pilot MSOs

Subject: eProposal System Update for Pilot Department Managers

Date: September 10, 2013

Dear Department Managers,

You are receiving this email since one or more of your department's PIs have agreed to be part of the eProposal Pilot.

Attached is the introductory email we will be sending your participating PIs on Wednesday, September 11. Our communications approach is to send the participating PIs information via the RMS team member, Associate or Research Service Coordinator (ARSC or RSC), who supports them. The ARC or RSC will cc you on the email to the PI so you are aware of the participating PI(s).

In order not to bother your Chair directly, we ask that you share this information with your Chair. Key items of interest for you and your Chair include:

- Our pilot go-live is September 16th. The go-live is a "soft launch" which means proposals started in old systems will be finished in old systems. This is to avoid any rework on the part of the PI and their RMS team.
- We are road-testing the software in a pilot period until the end of November. The pilot participants are volunteer PIs as opposed to an entire department. This means only some of your department's proposals will be in the new eProposal system during the pilot phase.
- For those proposals that are done in eProposal, your chair or his or her delegate will need to provide on-line review and approval in eProposal.
- If you are a department where you or another administrator provides approval prior to the Chair, during the pilot, the system can accommodate one additional reviewer in the on-line workflow and routing as long as this process does not impact the Institutional review.

Materials to support your Chair are those noted in the PI email below and include:

- A two page job aid on how to log on to the system, and review and approve the proposal.
- A five minute narrated overview available on-line that shows you how to log on, review and approve the proposal
- Availability for your RSC and/or an eProposal team member to come to you directly if your Chair prefers a face to face meeting and eProposal orientation

We also have a 25 minute on-line narrated overview we prepared for our RMS team that you are welcome to view if desired.

Thanks again for supporting your volunteer PIs and the Chairs in this important milestone on the eProposal system implementation.

My Best,
Samantha Yee

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