

TO: PIs Participating in the eProposal-iRIS Pilot Group

SUBJECT: eProposal-eRIS Go-Live

DATE: September 16, 2013

To: PIs participating in the eProposal-iRIS Pilot Group:

We are pleased to announce the go-live of eProposal – iRIS!

This email provides you information regarding:

[How to Log On](#)

[Materials to Support You](#)

[Best Browsers to Use](#)

[How To Get Help](#)

How to Log On

eProposal is behind MyAccess. To log on, go to MyAccess, and then select eProposal-iRIS. We suggest you add eProposal to your favorites to make the log-on process quicker going forward. If you are working off site, you must first log on to VPN, and from there, to MyAccess.

RSCs are responsible for creating the proposal in eProposal. Please contact your RSC if you want them to begin a proposal in the system.

Materials to Support You

All of the eProposal training related documentation is copyright protected and is located at:

[\\campus\research\rms\eProposal Training](#)

You have already been provided access to this shared drive. Materials prepared specifically for you include logging on, finding the proposal you need to approve, and the approval process. We have prepared different formats of this information since we know you each have different preferences.

Your key materials include:

Item	Description
Narrated Overview on Approving Proposals	A narrated overview that runs about 5 minutes. It shows you how to log on, find the proposal you need to approve, and how to approve it. Just launch the file and have your volume turned on.
Printable Slides on Approving Proposals	This is a printable version of the Department Approver narrated presentation referenced above.
Quick Guide for PIs: Approving Proposals	This is a two page job aid that shows the PI how to log on and approve (identical to the Chair version except for the certifications).
Quick Guide for Chairs/Delegates: Approving Proposals	This is a two page job aid that shows the Chair/Delegate how to log on and approve (identical to the PI version except for the certifications).

Other materials that may be of interest include:

Quick Guide: Notifications	One page aid listing the notifications that RSCs/ARSCs, Pls, Chairs, AORs will receive.
Quick Guide: Remote Access Using VPN	Quick guide for anyone who needs to work off site and therefore enter through VPN.

Best Browsers to Use

We have found that the browsers that deliver best performance of this software include:

- [PCs](#): IE 8 or IE 9
- [Macs](#): Safari 6

Other browsers are supported, so if the above aren't what you are using, use what you have. If you see issues, let your RSC know.

Finally, eProposal also works on an iPad.

How To Get Help

Your RSC will be your first point of contact should you need help with eProposal. We in turn will be on call to support your RSCs.

Thanks again for your leadership in participating in the pilot of eProposal.

Your eProposal Team