

To: eProposal Pilot Faculty

Subject: Welcome to eProposal – iRIS!

Date: September 11, 2013

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

Welcome to eProposal – iRIS!

Thank you again for agreeing to be part of the pilot group for eProposal. The attached provides an overview of eProposal. Below are key items for your information.

[Context and Benefits](#)

[Timeline and Support to You](#)

[Next Steps](#)

Context and Benefits

This eProposal initiative is a result of the important feedback from you and your research administrators on the need for integrated, end to end systems to support the pre-award process. Today, we use multiple systems that are not integrated, require duplicate data entry, and have manual routing and paper-based approvals.

eProposal has been built to handle the pre-award lifecycle and eliminate redundant data entry and manual workflows.

- The front end of eProposal now replaces the OSR form, with on-line routing to you and your chair for approval, followed by on-line routing for institutional approval. All proposal documents are included in easy to view screens.
- The back end of eProposal connects with grants.gov so for eligible proposals, will transmit them automatically to grants.gov and final agencies.
- Data input to create the proposals is used throughout the system which eliminates redundant data entry. Interfaces with key systems such as our payroll and financial systems facilitate data quality and create additional efficiencies.
- Finally, eProposal-iRIS is the same software CHR so for those of you who log into iRIS to manage CHR protocol applications and approvals, you'll be in the same software.

Timeline and Support to You

- **eProposal will go live in a “soft launch” with a pilot group on September 16, 2013.** Those proposals that have already begun in current systems will be completed in those current systems to avoid any rework required of you or your RMS team.
- **Campus go-live** is scheduled to occur before calendar year end.

Here are the resources we will provide to you at go-live:

- 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 you prefer a face to face meeting and eProposal orientation

We also have a 25-minute online narrated overview we prepared for our administrators that you are welcome to view if desired.

Next Steps

You will receive a go live announcement from your RSC when we go live, along with links to the resources we referenced above.

The team has worked hard to make this transition as seamless as possible. As with any new software, unexpected issues will arise. Thank you again for your leadership and patience as we road test eProposal during this pilot.

Your eProposal Team