

TO: PIs participating in the eProposal-iRIS Pilot Group

SUBJECT: eProposal Update October 25, 2013

DATE: October 25, 2013

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

Here is a quick update on the eProposal pilot.

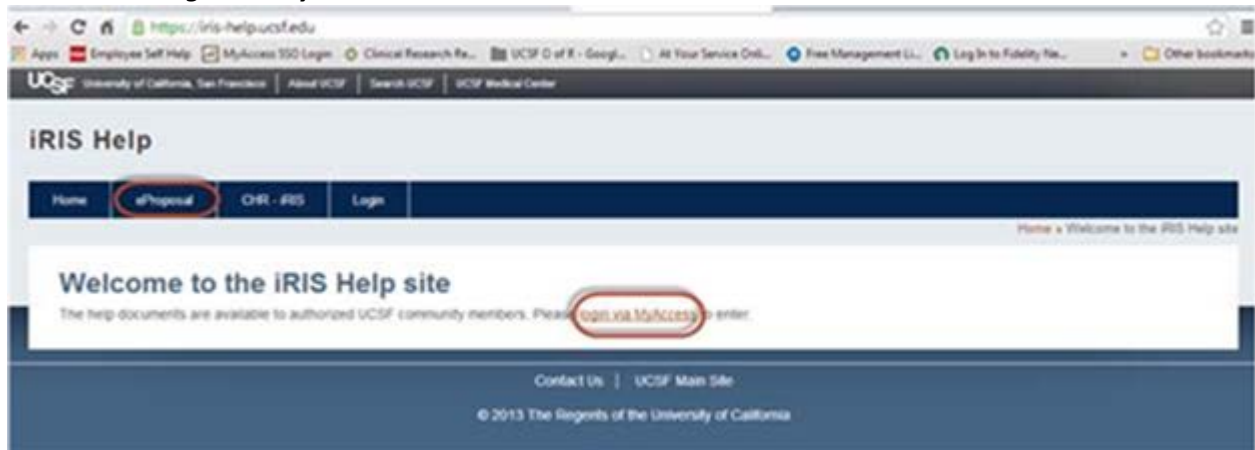
New iRIS Help Site

We're excited to announce the launch of the iRIS Help website at <https://iris-help.ucsf.edu>

- It contains all the eProposal training and support materials currently accessible on the RMS shared drive (\\campus\research\rms\eProposal Training)
- Going forward the web site will be the only location for eProposal help documents. Your access to the RMS shared drive will be disabled soon.

To access the iRIS Help site (including training materials):

1. Open a new browser window using either **Chrome, Firefox, or Safari** (the site will not display correctly in Internet Explorer)
2. Go to <https://iris-help.ucsf.edu/>
3. Click **login via MyAccess**



4. Select the **eProposal** tab at the top

Remember, materials prepared specifically for you include logging on, finding the proposal you need to review, and the approval process.

Update on the Pilot

The pilot began September 16 and is going well! 39 pilot RSC users were trained. Over 40 proposals have been initiated to date. We continue to plan for campus rollout by end November.

New Security Policy Page

When you log in to iRIS you will see a new landing page reminding you not to share passwords. Please review all the information on the page before accepting the security policy and proceeding into iRIS. You will see this page once.

There is also new security-related text on the MyAccess Sign In page.

Reminder on Browsers for Best eProposal Performance

- PCs: these are the best browsers to use based on our testing:
 - IE 9 or IE 8
- Macs: these are the best browsers to use based on our testing:
 - Safari 6
- **Internet Explorer 10 (IE 10) is *not* compatible with iRIS** - UCSF ITS recommends that users DO NOT upgrade to IE 10, as it is incompatible with iRIS and many other campus web-based systems. Contact your Desktop Support analyst if you need to be downgraded to IE 9.

How To Get Help

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

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.

Your eProposal Team