

eProposal Communications: RMS eProposal Pilot Update

To: RMS participants

Subject: eProposal Pilot Update

Date: 09/09/2013

Dear RMS Pilot participants:

Thank you again for agreeing to be part of the pilot!

You will be receiving eProposal Pilot Update emails from us on a regular basis.

- All emails and non-copyright documents will be posted on the new OSR website [eProposal](#) page.
- For materials that require a more secure environment, they will be posted on the shared drive at: [\\campus\research\rms\Administration\RMS Training\eProposal Training](#).

This email covers:

1. [Key Dates](#)
2. [Training and Documentation Overview](#)
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4. [End User support during the Pilot period](#)
5. [Browsers for best eProposal Performance](#)
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1. Key Dates

- The pilot go-live is still on schedule for Monday, 9/16. This means that when you come to work Monday 9/16 in the morning, the eProposal production system will be available for you to begin using. We will continue to keep you informed. As with any system, unforeseen events may occur that may impact the go live date.
- Classroom training has begun and will continue through September 27th
- Campus go-live is currently planned for end November

2. Training and Documentation Overview

- All of the eProposal training related documentation is copyright protected and will be located at: [\\campus\research\rms\Administration\RMS Training\eProposal Training](#).
- Training and materials include:
 - *On-line narrated training course*, available now on the RMS shared drive.
 - *Hard copy of the overview*, with tabs, structured as a quick start guide. We'll hand this out during classroom training.

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- *Classroom training* that includes a 4-hour Introduction and Baseline course and a 4-hour Advanced course. Upon completion of the baseline course, you will have sufficient knowledge to begin using the system. The [class schedule](#) is on the RMS website and all of you have registered. (Thank you!)
- *On-line user manual* that contains screen shots, software how tos, RMS business practices, and tips. Since it is very lengthy and we will continue to update and improve it, we do not recommend you print it. Rather, access it real time or load a copy on your desk top. Click on the table of contents to quickly get to the section you want. Available in the RMS shared drive eProposal Training folder.
- *Job Aids*. We will continue to develop 1-2 page job aids based on your feedback. The initial ones include: *Changing User Access, Uploading Post Submission Documentation, First time Log on and Self Registration; Notifications (Summary of what/when); and How to Delete a Proposal from Proposal Express if you redo it in eProposal*
- Go [here](#) on the OSR website for a full listing of Training Materials.

3. Materials and Communications for the Pilot PIs

Thank you in advance for supporting us by forwarding communications to your pilot PIs. We will be sending you two communications to forward to your PIs who are in the pilot.

- **Wednesday, September 11th**: We will send you a *Welcome to eProposal* email written specifically for the PI, highlighting those things that should interest them. All we need you to do is forward it to your PIs who are in the pilot.
- **Monday, September 16th**: We will send you in the afternoon a Welcome Packet for your PI. Once again, all we need you to do is forward it to your PIs who are in the pilot.
- FYI the aids we have for the PI include a 5 minute narrated overview course and a 2 page job aid.

4. End User Support During Pilot Period

Here is the support planned for the pilot period:

- **Support to RMS and Industry Contracts/GBC for AOR functions**
 - Questions and issues will be raised via email to eproposal.support@ucsf.edu
 - Support team will respond within one hour. The response will include the answer when feasible, and if not, will provide an estimate of when the answer will be provided.
 - Email will be monitored and triaged from 8:00am – 5:00pm Monday to Friday
- **Support to PIs and Chairs**

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- The RSC will be the first point of contact for PI or Chair questions. If the RSC cannot assist, he/she will forward the issue via email to support team to work directly with PI/Chair
- Go [here](#) on the OSR website for a one-pager on end user support. Consider printing it and putting it on your wall.

5. Browsers for best eProposal performance

- PCs: these are the best browsers to use based on our testing:
 - IE 8
 - IE 9
- Macs: these are the best browsers to use based on our testing:
 - Safari 6

6. Which Systems you'll use when during the transition period

Our guiding principle remains to cause the least amount of stress for you and your PIs. That means for proposals started in the current systems, complete them in the current systems. In addition:

- For the October 5th NIH deadlines, use the current systems.
- For the remaining October grants.gov deadlines, use eProposal only if you feel your learning curve allows you to.
- Go [here](#) for the eProposal transition roadmap.

Thanks again for your support.

Your eProposal team