

To: RMS Pilot Participants
Subject: eProposal Pilot Update
Date: September 13, 2013

Dear RMS Pilot Participants:

Greetings from your eProposal team. At this point, many of you have completed introductory training and yesterday we held our first advanced session. Thank you for your active engagement during the training!

This email provides updates and reminders on:

[Go live](#)

[PI Communications](#)

[Browsers for best eProposal Performance](#)

[On line user manual](#)

[Updating the PI's Profile](#)

Go live

We're still on schedule for Monday, September 16th. Our systems cutover process begins today. We have a series of checkpoints over the weekend to ensure that both eProposal and the new release of CHR are ready. You'll get an announcement from us Monday morning.

PI Communications

Thank you for forwarding to your Pilot PIs the email you received on Wednesday and copying the MSO. If you haven't had an opportunity to do that yet, please do so.

On Monday afternoon, you'll get the PI go live email to forward to them.

Thanks again for your help in keeping our PIs in the loop!

Browsers for best eProposal Performance

Reminder - the browsers you need include:

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

On line user manual

We'll be publishing an updated version of the manual by the end of today to include some of the great process questions we received during training as well as some advanced system functions topics. As mentioned before, we will continue to update the manual as RMS business process questions come up and answers are developed.

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

<\\campus\research\rms\Administration\RMS Training\Proposal Training>

Updating the PI's Profile

As covered during training, one of your initial tasks will be to update your pilot PI's profile to include the information needed for the grants.gov flow through to forms. The profile has the basic information in it from our campus ID systems. You'll need to add some additional information.

We will prepare a short job aid that we'll send to you on Monday to make this task as easy as possible.

Have a great weekend.

Your eProposal Team