

TO: RMS Pilot Participants
SUBJECT: eProposal Update October 15, 2013
DATE: October 15, 2013

Dear RMS Pilot Participant:

Greetings from your eProposal team. This email provides updates and reminders on:

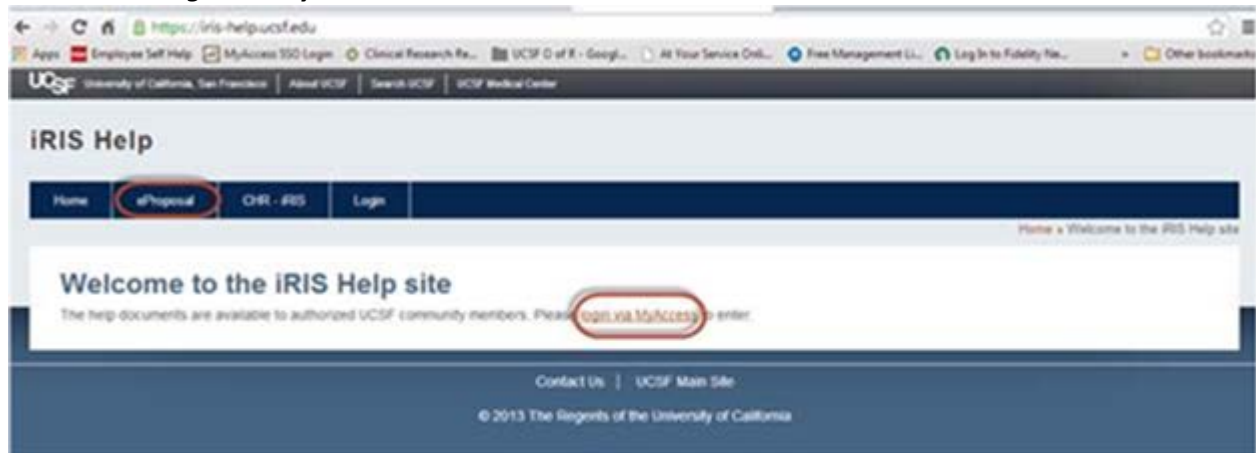
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iRIS Help Site

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 at [\\campus\research\rms\eProposal Training](#) and going forward will be the only location for eProposal help documents.

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

1. Open a new browser window, using either **Firefox, Chrome or Safari** (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

New Quick Guides

- Submitting to Grants.gov with eProposal validation errors
- Genomic Arrays (NIH) - Entering Genomic Array information for NIH proposals into the eProposal detailed budget and into SF424 budget forms.

These new quick guides are available on the new iRIS Help site at <https://iris-help.ucsf.edu/quick-guides> in the “For Proposal Preparers” section.

eProposal Tips/Tricks

- Remember to add the Department Chair to Section 2.0D so that they have access to the record outside the departmental review process.

New Security Policy Page

After Tuesday night, 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.

Reminder on 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

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.

Remember you can raise questions or issues via email: eproposal.support@ucsf.edu

Your eProposal Team