OVERVIEW
The Electronic EPASS (Extramural Proposal Approval & Submission Summary) is an online system designed to facilitate the creation and electronic routing of the University required EPASS form. Forms are completed by Fund Managers but require appropriate electronic approvals PRIOR to proposal submission to Sponsors.

ROUTING
EPASSes are automatically set up to electronically route from PIs ➔ Co-PIs/MPI (if applicable) ➔ Division Chief ➔ Departmental Research Associate (DRA – Raellen Man or Cathy Rujanurks).

ACCESS: http://epass.research.ucla.edu/Account/LogIn
All Users must be active UCLA employees and have a UCLA logon and password. The EPASS system can be accessed from any internet enabled computer. Virtual private network (VPN) is not required.

REVIEW
As PI or Division Chief, it is your responsibility to review the EPASS for accuracy and compliance*. Each approver will receive an email from Epass@research.ucla.edu with a link directly to the EPASS when it is ready for review.

```
From: Epass@Research.ucla.edu (mailto: Epass@Research.ucla.edu]
Sent: Tuesday, May 30, 2017 1:20 PM
To: [APPROVER (whoever is the next reviewer that is required to approve)]
Subject: EPASS Review Notification - PE LEONARD, MICHELLE

Dear [APPROVER],
Please click on the following link to review and approve this proposal.
https://epass.research.ucla.edu/5995/Approvals/Review/19484

Proposal ID: 19484
PI: [PI NAME]
Co-PI 1: [CO-PI NAME]
Co-PI 2: [CO-PI NAME]
Title of proposal: [TITLE OF PROPOSAL]
Sponsor: NIH - NATIONAL INSTITUTES OF HEALTH
Date Submitted: 5/30/2017
Due Date: 6/30/2016
```
Once email link has been clicked, it will take you directly to the EPASS that requires review/approval as seen in below screen shot.

Click on any uploaded Documents to review. The actual EPASS is called “Proposal Form”.

*CERTIFICATIONS
Per the EPASS instructions, PI and Division Chiefs certifying the below:

**Section 10: Approvals**
In accordance with UC Policy, the following required certifications and assurances are made upon signature or submission of the EPASS by: Principal Investigators (PIs) and Co-PIs; Department Chairs, Unit Heads or Deans; other signators as required.

The Principal Investigators (PIs) and Co-PIs, by signing and submitting a hard copy of this form, or by each forwarding this form from his/her personal or UCLA email account, make the certifications that follow:

The Investigator(s) certifies to the following: (1) that the information submitted within this application is true, complete and accurate to the best of their knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject the Investigator(s) to criminal, civil or administrative penalties; (3) agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application; and (4) that you are not currently debarred, suspended or ineligible to receive federal or non-federal funds. When multiple investigators are named in Section I, above, this assurance must be obtained by all named Investigators.

The Chair/ORU Director/Dean by signing and submitting a hard copy of this form, or by each forwarding this form from his/her personal or UCLA email account, thereby confirm and assure the appropriateness of any commitments of University resources required by the proposed project, as well as the appropriateness of the project in accordance with University Regulation No. 4 (see detail below*). Such commitments may include laboratory space, computer facilities, cost of renovations, personnel and cost sharing. The Principal Investigator’s proposed effort, salary and any leave or release time in the proposal require the approval signatures of the Department Chair, Unit Head or Dean, as applicable within each School or Department.

**APPROVALS/DENIALS**
If everything looks accurate, click “Approve” and the EPASS will automatically be forwarded to the next Approver.

If anything needs editing or you have any questions or concerns, please contact the Fund Manager listed prior to denying EPASS. If “Deny” is clicked, any approvals already obtained will need to be re-obtained.

Approvals (and Denials) will be date/time stamped by the system.
SEARCHES
If you cannot locate the approval email, you can log into the EPASS system at any time. Click “Signatures” and search for EPASSes “Awaiting My Signature” or “My Signed Proposals” (for past approved EPASSes).