

EPASS FOR PIs

Revised June 28, 2017

OVERVIEW

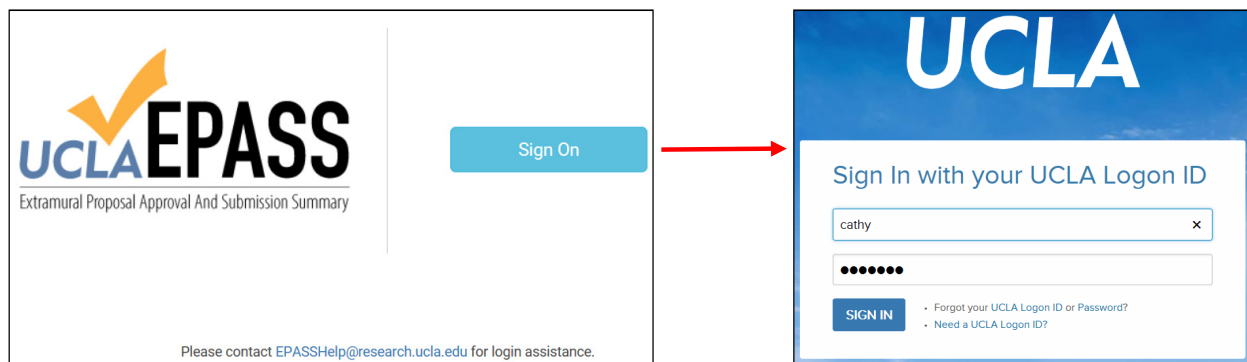
The Electronic EPASS (*Extramural Proposal Approval & Submission Summary*) is an online system designed to facilitate the creation and electronic routing of the University required EPASS form. Forms are completed by Fund Managers but require appropriate electronic approvals PRIOR to proposal submission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

UCLA EPASS MEDICINE Proposals New Proposal Signatures Admin CATHERINE YEE RUJANURUKS

Review Proposal

"Making Health Care Safer III"

PI	BRUIN, JOSEPH
Fund Manager	MOUSE, MINNIE
Sponsor	John Hopkins University
Sponsor Due Date	6/30/2017
Status	In Review

Signatures Notes (0) Log

Admin Pause Approvals Deny Proposal

Group	Signer(s)	Status
PI	BRUIN, JOSEPH	
Division Chief	CRUISE, THOMAS	
DRA	RUJANURUKS, CATHERINE YEE MAN, RAELLEN GARIFE	

Approval Action

Approve Deny Add Note

Documents

- Proposal Form
- Letters - Email Application Invite (Gilbert Foundation email.pdf)
- Grant Application - Final application draft (missing one section) (UCLA Alzheimer's and Dementia Care program_ Caregiver SupportPacket.pdf)
- Guidelines - Gilbert Foundation QuestionList.pdf

* Adobe Reader or Acrobat is recommended for viewing the proposal PDF.

*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 Char, Unit Head or Dean, as applicable within each School or Department.

APPROVALS/DENIALS

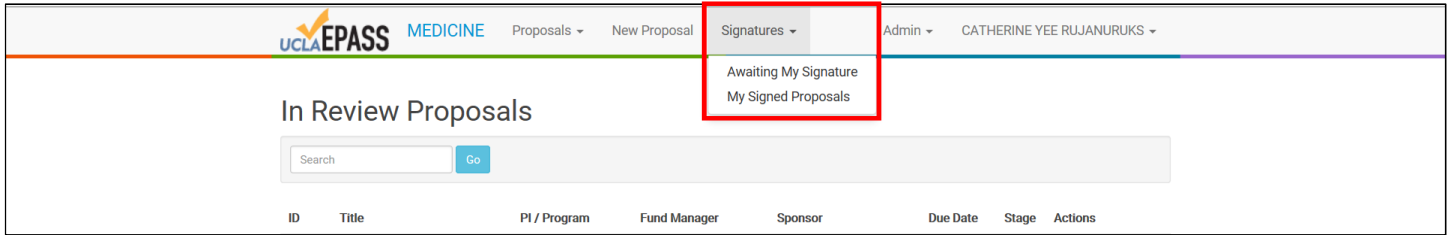
If everything looks accurate, click "Approve" and the EPASS will automatically be forwarded to the next Approver.

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).



The screenshot shows the top navigation bar of the EPASS MEDICINE system. The navigation items include 'Proposals', 'New Proposal', 'Signatures', 'Admin', and the user name 'CATHERINE YEE RUJANURUKS'. The 'Signatures' dropdown menu is open, showing two options: 'Awaiting My Signature' and 'My Signed Proposals'. Below the navigation bar, the page title is 'In Review Proposals'. There is a search bar with a 'Go' button. Below the search bar is a table header with columns: ID, Title, PI / Program, Fund Manager, Sponsor, Due Date, Stage, and Actions.