EPASS System Updates, Upcoming Trainings, and Onboarding Deadlines

Research Administrators Forum
March 9, 2023
EPASS System – By The Numbers

- Current number of onboarded departments: 133

- Number of proposal records sent to OCGA via EPASS System:
  - Since Go-Live (Nov 2019) to present: 7,582
  - Current FY22-23: 2,540

80% of proposals submitted to OCGA are sent through the Electronic EPASS System!
EPASS System – Major Updates

• Major enhancements:
  • Preliminary Proposals may now be routed through the EPASS System
  • Dynamic document upload throughout the EPASS system
  • Ability to send additional email reminders for signatures still in the queue
  • Increased the number of Co-PIs allowed on a single EPASS record
EPASS System – Updates

- Ability to add comments when sending to Proposal Intake/OCGA (separate from EPASS remarks)

- Streamlined navigation to resubmit corrected EPASS records to Proposal Intake/OCGA
New session for the Electronic EPASS System!

This session will go hand in hand with “Filling out the EPASS” Session and will walk through the functionality, validations and routing of proposals through the EPASS System.

Register at: https://ocga.research.ucla.edu/training-calendar/
EPASS Announcements

Deadline for **ALL Campus Departments** to be onboarded in the Electronic EPASS System:

**July 31, 2023**

All proposal submissions to OCGA must be via the EPASS System after 7/31/2023.

Email proposal submissions to Proposal Intake will not be accepted.
EPASS Onboarding Deadline

In preparation to meet this campus onboarding deadline of **July 31, 2023**, there will be electronic EPASS System demonstrations leading up to the deadline, beginning April 4, 2023.

The full list of demonstration dates, times and registration information may be found at:

[https://epassonlinesystem.eventbrite.com](https://epassonlinesystem.eventbrite.com)

ORIS will be walking through the system, its validations and routing requirements. OCGA representatives will be available to answer questions.

*We highly encourage those departments that have not yet onboarded to register!*
EPASS Onboarding Deadline

Are you ready to be onboarded? Great!

For those departments that would like to be onboarded in the EPASS System: Please email EPASSHelp@research.ucla.edu to initiate the process.

❖ The Onboarding session/walkthrough takes only a couple of hours!
  ❖ Departments then provide the specific routing as per their requirements
  ❖ Initial routing and input of users is completed by ORIS
  ❖ Once onboarded, controls on internal routing are then handed over to the department
  ❖ Personnel changes etc. are managed by the department
  ❖ EPASS Help is always available for guidance!
Questions?

For questions, feedback, or suggestions regarding the EPASS System, please contact EPASSHelp@research.ucla.edu

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We’re happy to assist!
OCGA Website Updates

NEW!
Draft Salary Scales for Proposal Budgeting now live on the OCGA Website!
Please visit https://ocga.research.ucla.edu for the link