ELECTRONIC EPASS

DEPARTMENTAL SUPPLEMENTARY INSTRUCTIONS

- **OCGA maintains UCLA's official instructions for completing the e-EPASS**
- **This document compliments the OCGA official instructions by providing SEMEL Institute specific procedures and information**

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A. e-EPASS SYSTEM OVERVIEW

The electronic EPASS (*Extramural Proposal Approval & Submission Summary*) is an online system designed to facilitate EPASS creation and electronic routing, for internal departmental approval. The system is maintained by the Office of Research Administration (ORA). All SEMEL Institute EPASS forms are created and approved using the electronic system effective May 21, 2021.

B. REQUESTING SYSTEM ACCESS

New Preparers/Administrators/PIs within the SEMEL Institute will need to be added to the EPASS system to create/approve EPASSes. To request access to the system, email the OROS Pre-Award Team at preaward@mednet.ucla.edu.

- Full Name
- Email Address
- University ID # (9-digit)
- Center/Division and Name of Center/Division Director
- Setup can take 1-3 days.

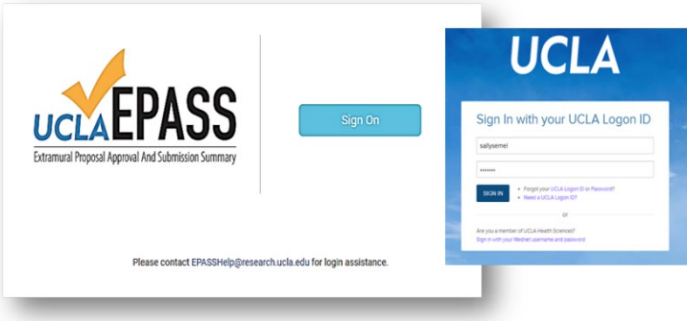
You can also fill out a request form through the OROS website https://oros.semel.ucla.edu/access-request-multi-forms/

C. SYSTEM FORMATTING AND DATA ENTRY

- Data entry in EPASS will automatically log users out after 1 hour of inactivity. **Remember to SAVE!**
- Text entered in fields should not be all caps. Use **Title Case capitalization** https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case

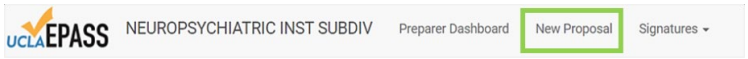
- Files uploaded into the system should be:
  - File Type: .csv,.xls,.xlsx,.doc,.docx,.ppt,.pptx,.pdf,.txt
  - File Size: Cannot exceed 25MB

D. LOGGING INTO THE SYSTEM

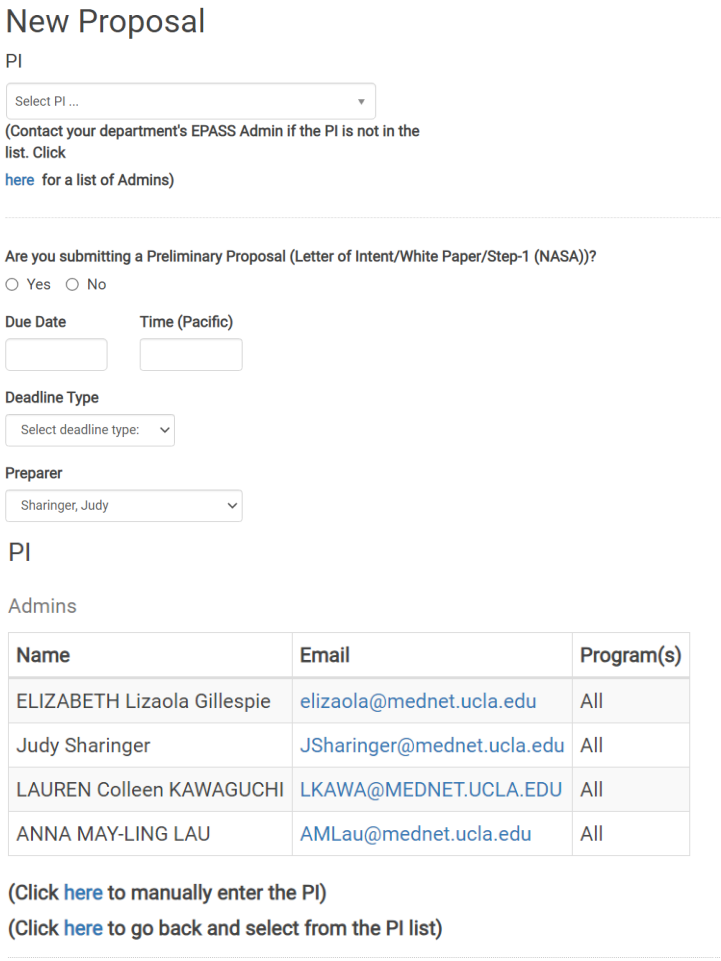
Navigate to https://epass.research.ucla.edu/Account/LogIn Then sign in with your UCLA Logon ID If you cannot login, refer to “Requesting System Access” instructions above.	

E. CREATING A NEW EPASS

1. To create a new EPASS, click **"New Proposal"** at the top of the landing page



2. A **"New Proposal"** prompt will appear
3. **Select the name of the PI** from the dropdown.
   a. If there are multiple PIs, enter the name of the "Contact" or "Administrative PI" here
   b. If the PI does not appear in the drop down menu, click on here to add
   c. If the person you want to add is in UC Path, please ask preaward@mednet.ucla.edu to add.
   d. If you know the person is not yet in UC Path, enter them manually and obtain their signature via PDF, outside of the system.
4. Are you submitting a Preliminary Proposal?
5. Enter the Sponsor Due Date and Time
   a. **For Subawards enter sub's due date, not the Prime Sponsor's due date**
6. Enter Deadline Type
7. Your name should automatically appear as the preparer. If it does not, search for your name from the dropdown
8. Once information is complete, click "Start" and complete all data fields within each of the 10 tabs



F. COMPLETING THE EPASS BY TAB

The EPASS is organized into 10 tabs to complete data entry. OCGA's EPASS instructions are available within the EPASS system for assistance with definitions. The following pages of this guide provide SEMEL Department specific information to help complete the EPASS.



1. INVESTIGATORS TAB

a. The PI will pre-populate from the information provided under “New Proposal”

b. Select Co-PI/Multiple PIs, if applicable
Do not include Co-Investigators here

c. If Co-PI is a current UCLA employee their name should be available as a dropdown option regardless of department affiliation.

d. If the person you want to add is in UC Path but not in the dropdown, please ask preaward@mednet.ucla.edu to add.

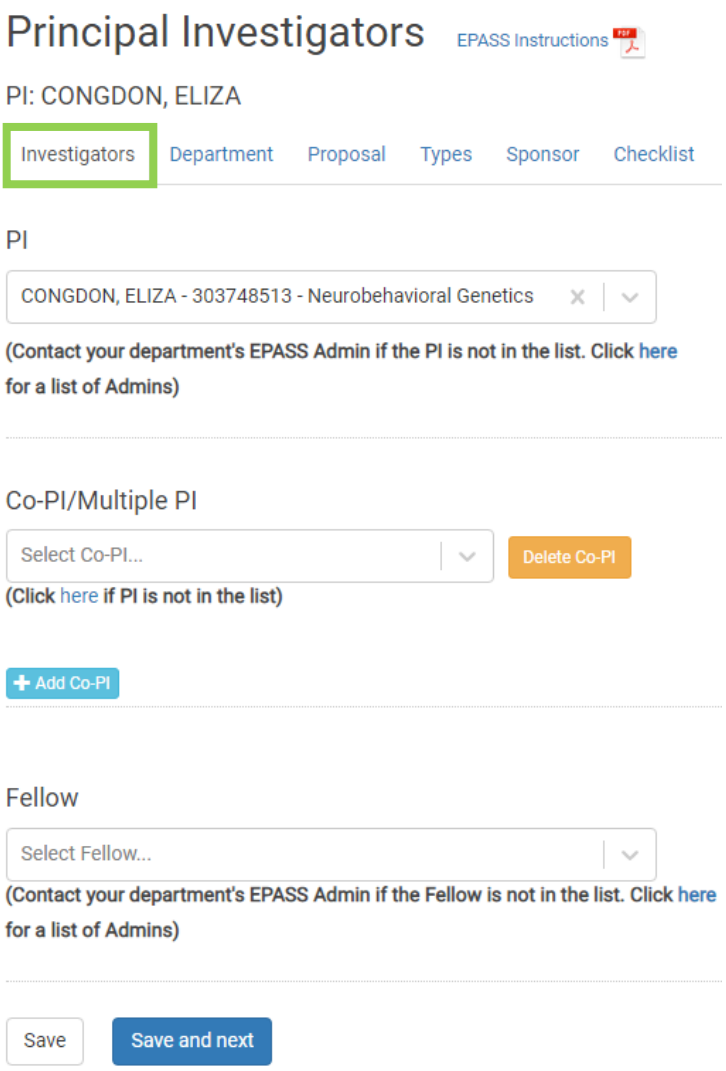
e. If you know the person is not yet in UC Path, enter them manually and obtain their signature via PDF, outside of the system.

f. If you are preparing an Individual Fellowship, Select Fellow for the applicant. The Sponsor/ mentor should be listed as PI.

g. If Fellow is not available from the dropdown menu, email preaward@mednet.ucla.edu to add/ edit Fellow information.

h. If you know the fellow is not yet in UC Path, enter them manually and obtain their signature via PDF, outside of the system.

i. Select Save and Next button.



2. DEPARTMENT TAB

1. Select “Yes” only if proposal is an NIH application and will be submitted by one of the SEMEL Institute DRA’s listed below.
   – Elizabeth Gillespie
   – Erika Mejia
   – Margaret Chu

2. Select “Yes” only for awards received without proposal (i.e. proposal was submitted without UCLA approval, therefore there is not a proposal in the system to match to the award.)

3. Department: Select
   SEMEL INSTITUTE (2000)

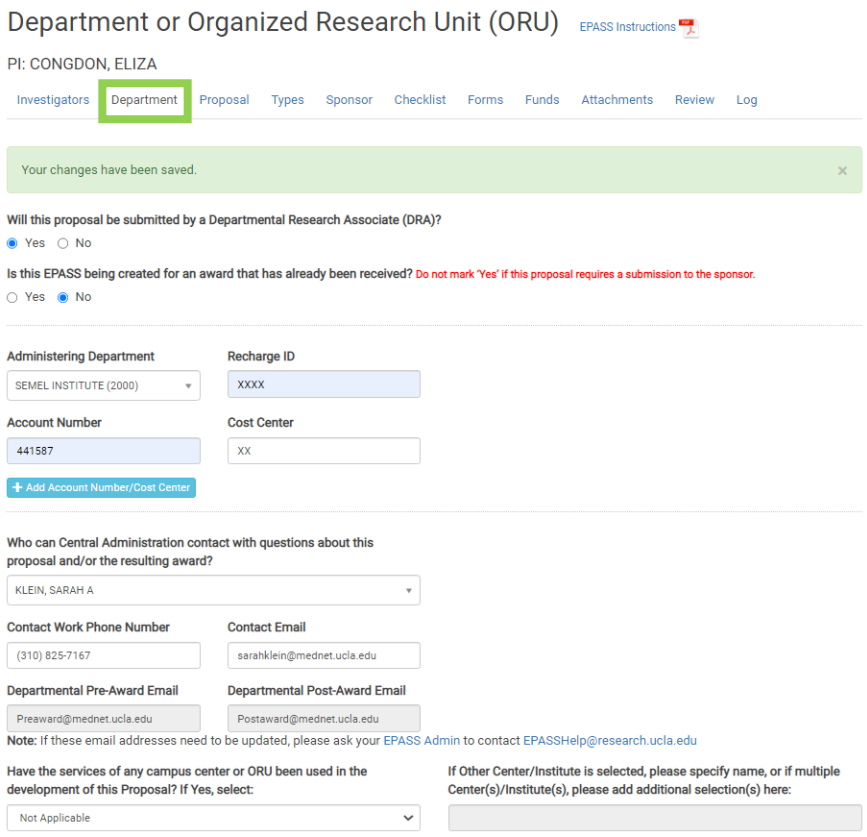
4. Account Number:
   441587 if proposal type is research
   431587 if proposal type is training
   621587 if proposal type is service

5. Enter Cost Center:
   If unknown reach out to SEMEL Institute **Fund Manager**
   https://oes.semel.ucla.edu/pi-assignments/

6. **Enter Recharge ID**: If unknown reach out to SEMEL Institute Finance Fund Manager. If Finance Fund Manager is unknown, reach out to Unita Morris UMorris@mednet.ucla.edu

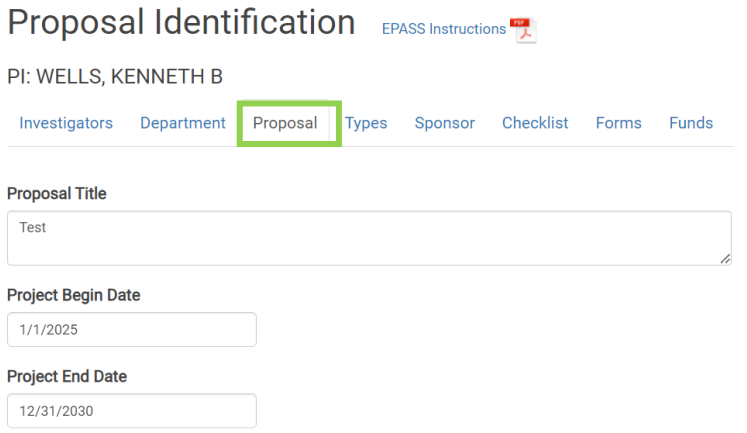
7. Person to contact with questions about this Proposal:
   Enter the name of the Center/Division Administrator. The individual listed here will be included in OCGA communications at the post-award stage.

8. Select Not applicable, unless services were used to develop the proposal.



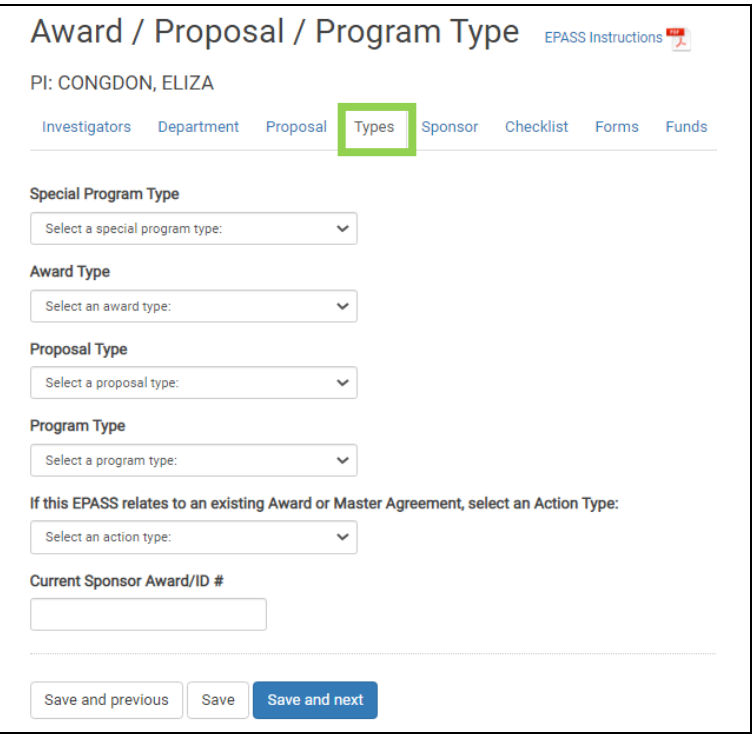
3. PROPOSAL TAB

1. Enter the Title as it appears on the proposal
   Do not use all caps
2. Project Begin and End Dates will populate from the New Proposal Section.
3. Enter Save and Next.



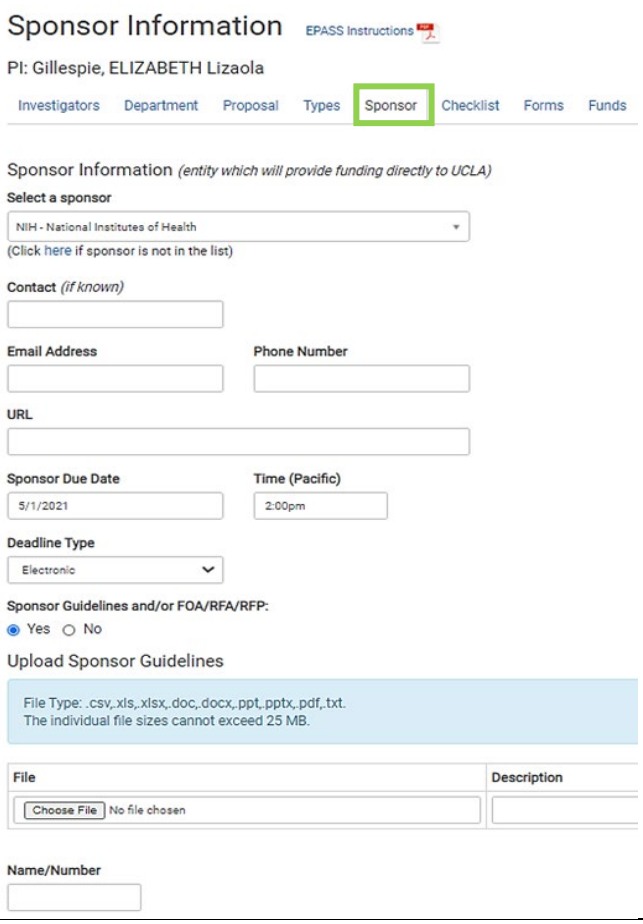
4. TYPES TAB

1. Use the OCGA EPASS Instructions for Award Type, Proposal Type and Special Program Type definitions
2. If applicable, select existing Award.
3. If EPASS action is related to an existing award, provide **UCLA PATS Number** in current Sponsor Award ID# section.
4. Select Save and Next.

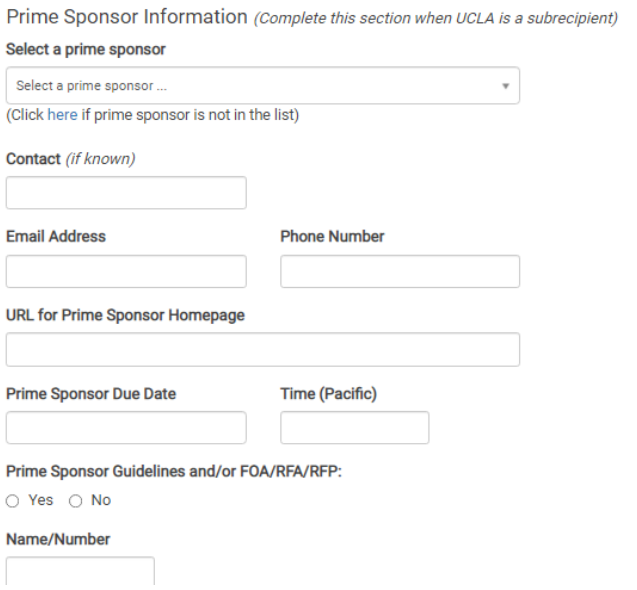


5. SPONSOR TAB

1. Select the name of the entity to which UCLA is submitting the Proposal.
2. Enter Contact information.
3. Enter the URL for the Sponsor website. (not the link to the guidelines) This information is not required.
4. The Due Date, Time and Deadline Type are pre-populated from New Proposal Section.
5. If "Yes", the Upload Sponsor Guidelines section appears.
   a. Select the document to upload. Description describes the attachment.
   Suggested Typing: Guidelines#
   Example for NIH R01 Using Parent FOA: "Guidelines_PA-20-185"
6. Enter the Policy Name or GUIDELINES FOA# into the Name/Number text box. This information will appear on the EPASS.



7. When UCLA is a Subrecipient, the same information is required for the Prime Sponsor, as for the Sponsor.



6. CHECKLIST TAB

1. PI Exception: SEMEL Institute faculty may not appear in search correctly. Double check eligible title code against this list https://oes.semel.ucla.edu/wp-content/uploads/2021/03/PDF_5_Academic_Senate_Titles_v11_2020.pdf

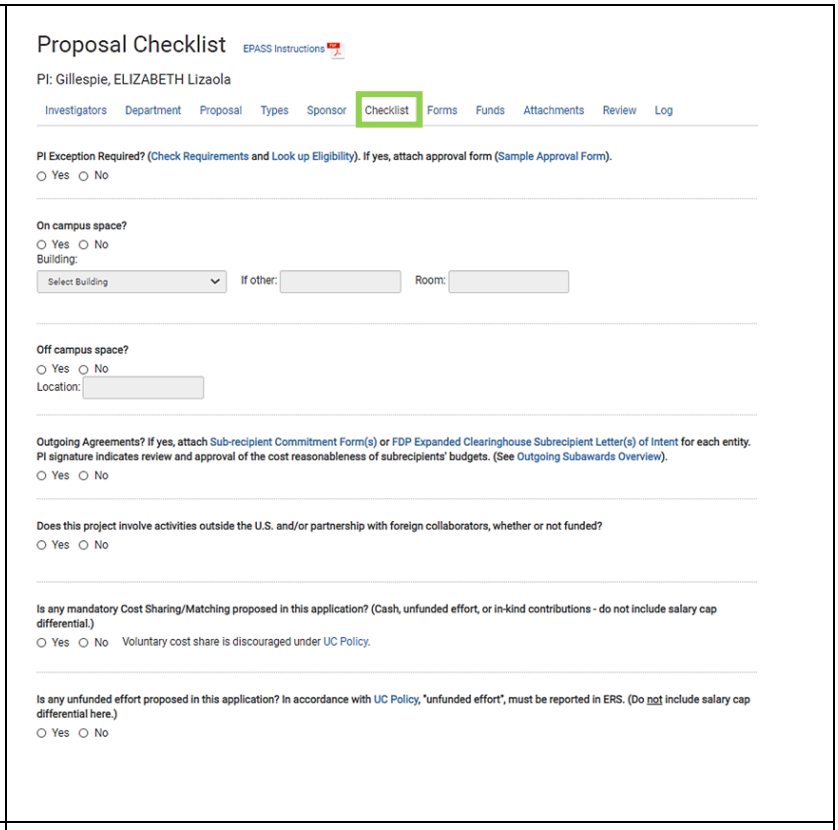
2. Off Campus: Select "yes" only if SEMEL Institute faculty are in a building not owned by UCLA.

3. If there are Outgoing Agreements to be issued under this proposal (i.e. subaward), select "Yes".

4. If the project involves activities outside the US and/or partnership with foreign collaborators, select "Yes".

5. If cost sharing is part of this proposal, select "Yes". Estimate the value of the proposed cost share on the internal budget

6. If Unfunded Effort is proposed, select "Yes"



7. If you anticipate program income, select "Yes".

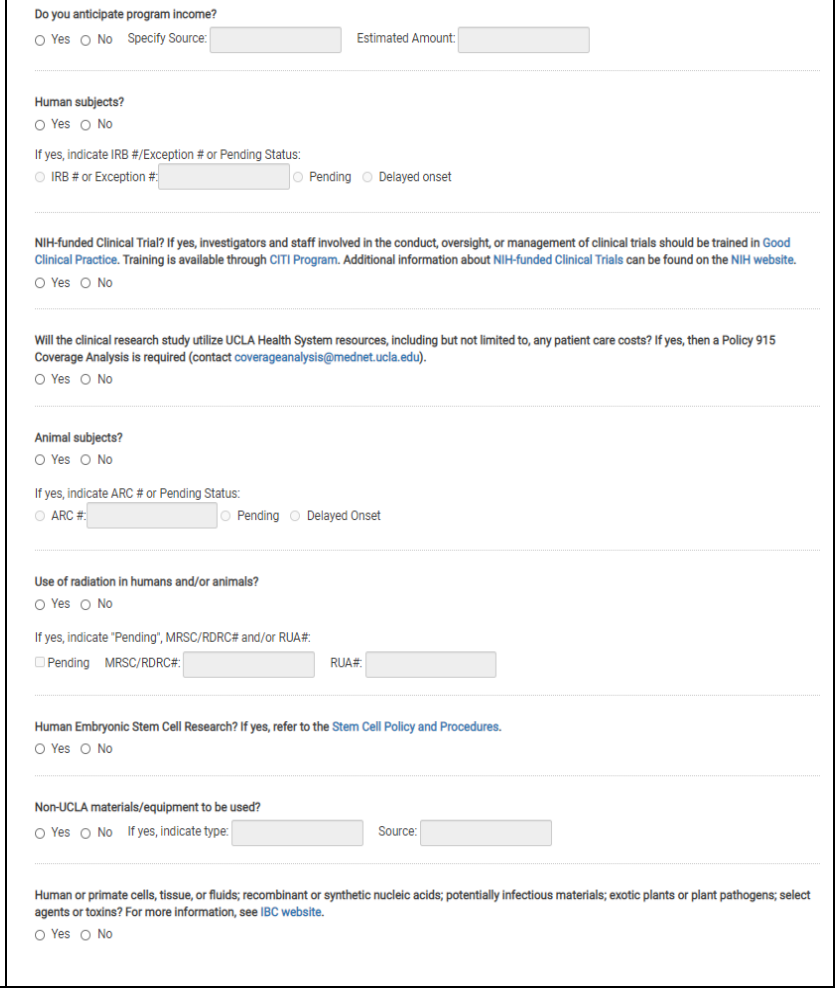
8. If there are Human Subjects, select "Yes"

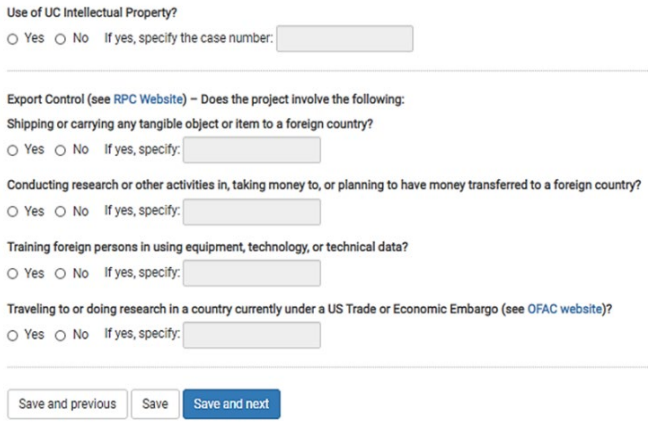
   a. **Do not include IRB #** at proposal stage. Instead select **"pending"** or if applicable, **"delayed onset"**

9. If the Clinical Trial will use UCLA Health System resources, select "Yes". Health System Resources are facilities that provide services *to both* clinical patients and research participants. Common HS Resources:
   - **Radiology**
   - **Pharmacy**
   - **Pathology**
   - **CTRC/groups under the CTSI umbrella**
   - **Nuclear Medicine**
   - **Ronald Reagan Medical Center for inpatient**
   - **Stem Cell**

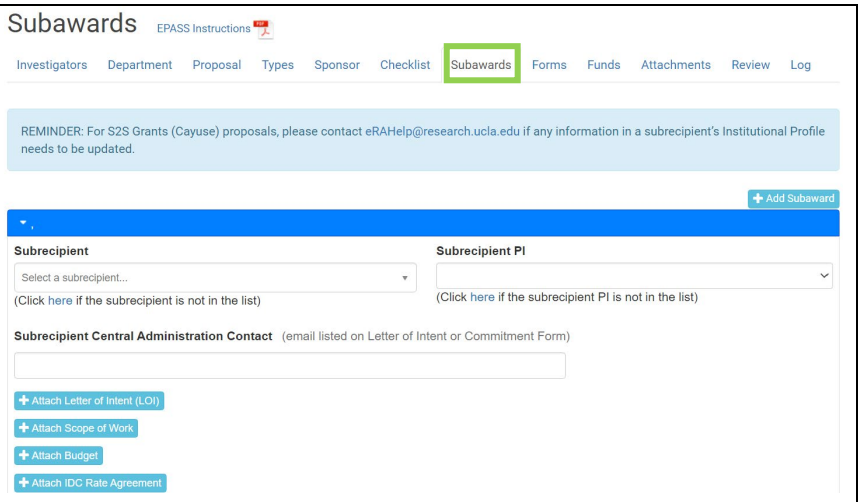
10. If there are Animal Subjects, select "Yes"

    a. **Do not include ARC #** at proposal stage. Instead select **"pending"** or if applicable, **"delayed onset"**



11. If using radiation, select “Yes”. 12. If using Human Embryonic Stem Cells, select “Yes”. 13. If Non/UCLA materials/equipment will be used, select “Yes”. 14. If cells, tissues, fluids, etc. will be used, select “Yes”. 15. If UC Intellectual Property will be used, select “Yes”. 16. Answer the Export Control questions.	

6.a OUTGOING SUBAWARDS TAB (If Outgoing Agreements was marked Yes)

Subawards (“Outgoing”) 1. Select a Subrecipient. 2. Enter the name of the Subrecipient PI. 3. Enter the Subrecipient Contact. 4. Attach the appropriate Subrecipient documents.	
5. Answer the questions regarding the proposed subaward.	

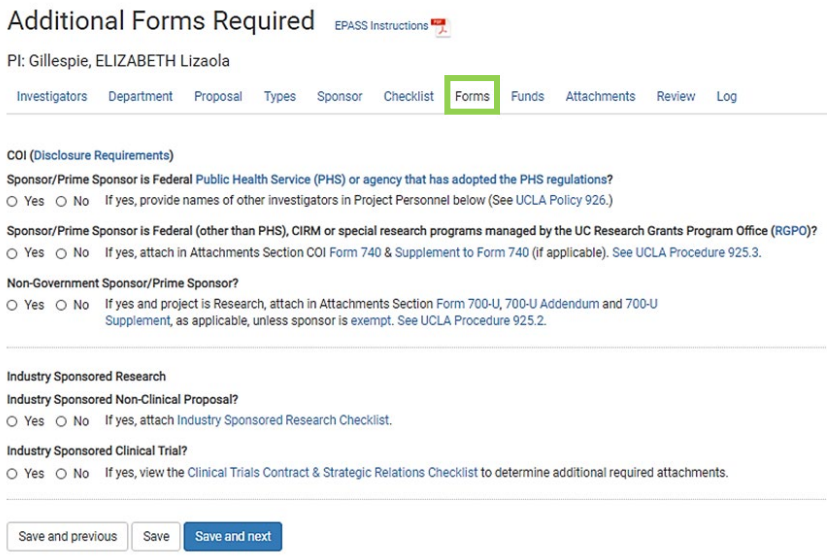
7. FORMS TAB

Conflict of Interest Disclosures

6. Review OCGA provided hyperlinks for assistance.

7. If Sponsor is a federal PHS entity or Sponsor has adopted PHS regulations, you will be prompted to enter the last completed eDGE certification date for each key person.

8. For all other federal non-government or industry Sponsors, upload the required COI document in the attachments tab.



8. FUNDS TAB

1st Budget Period

1. Provide values for the **1st budget period**:
   a. Direct Costs (Included and Excluded)
   b. Excluded Direct Costs
   c. F&A Costs
   d. Total Costs

All Budget Periods

2. Provide amounts for the **entire project period**:
   a. Direct Costs (Included and Excluded)
   b. Excluded Direct Costs
   c. F&A Costs
   d. Total Costs

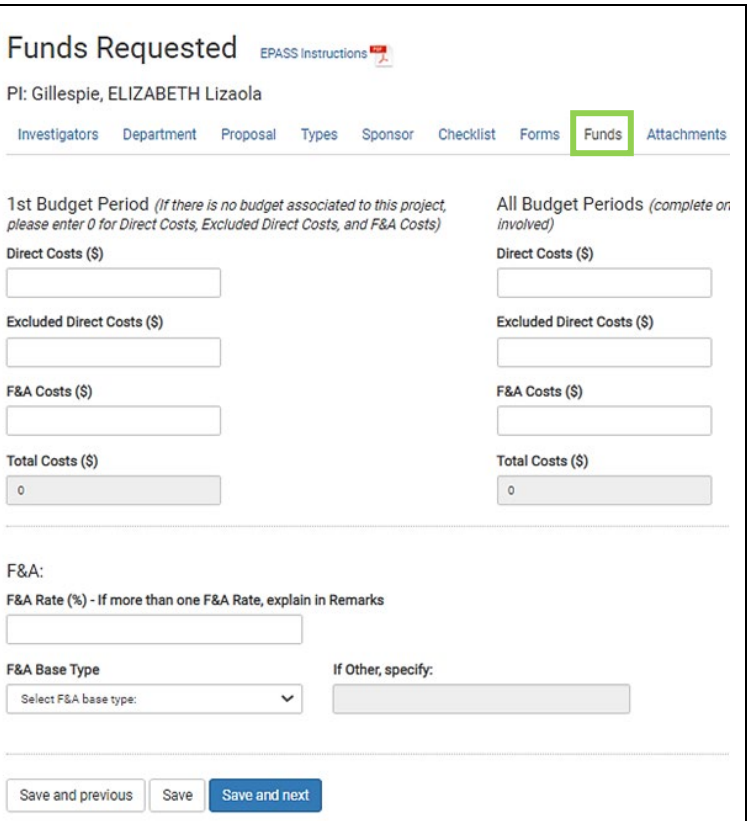
Values must be entered for 1.a. through 2.d. above. For example, if there are no excluded direct costs and/or F&A costs, enter “0”

F&A

1. Enter the applicable F&A rate
   a. Do not use “%” character, enter value only
   b. If not requesting F&A, enter “0”

2. Select the applicable F&A Base Type
   a. If F&A is “0” select “TDC”
   b. If there is more than one F&A rate, state so in the remarks section

Select Save and Next.



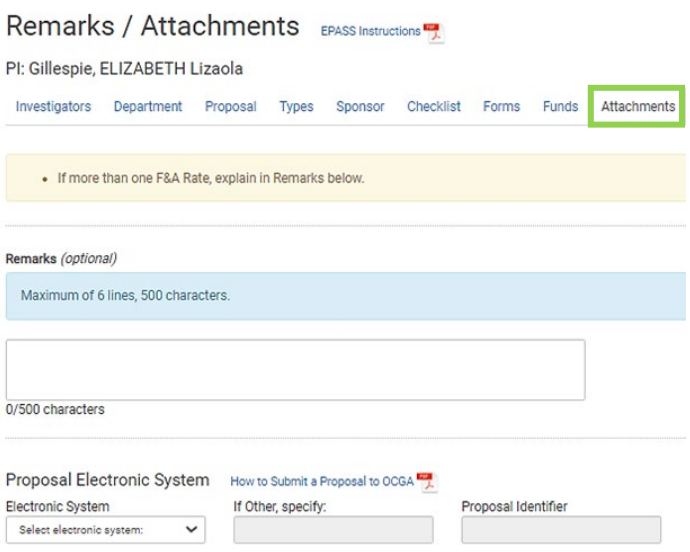
9. ATTACHMENTS TAB

REMARKS

1. Include any additional information that is important to communicate to OROS/OCGA for review of this proposal.

PROPOSAL ELECTRONIC SYSTEM

1. Select the appropriate applicable Proposal Electronic System (most common):
    a. **S2S Grants (Cayuse)**
    b. **Proposal Central**
    c. **NIH ASSIST**
2. Enter the Proposal Identifier number provided by the e-system to ensure the Proposal can be located for review. For S2S (Cayuse) proposals, enter the internal title and identifier.

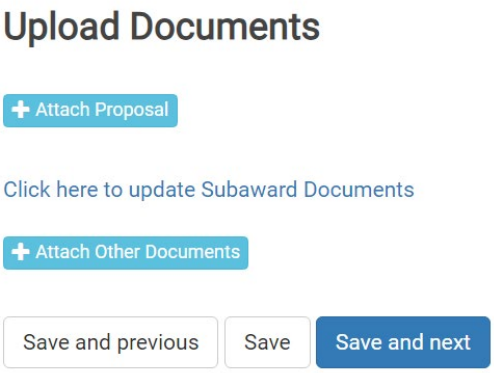


ATTACHMENTS

1. Select "Type" of document from drop down menu.
    a. Attach Proposal.
    b. **COI type**: Upload 700U/Addendum, 740, as applicable.
    c. **Sponsor Forms type:** upload proposal, if multiple files, merge into a single PDF. **Do not provide proposal, if available in E-System.**
    d. **Other type**: Upload internal budget or any other document(s) important for OCGA review.
2. Provide file description. Keep simple, such as "internal budget, "sponsor guidelines"

ATTACH FILES BY PROPOSAL SUBMISSION:

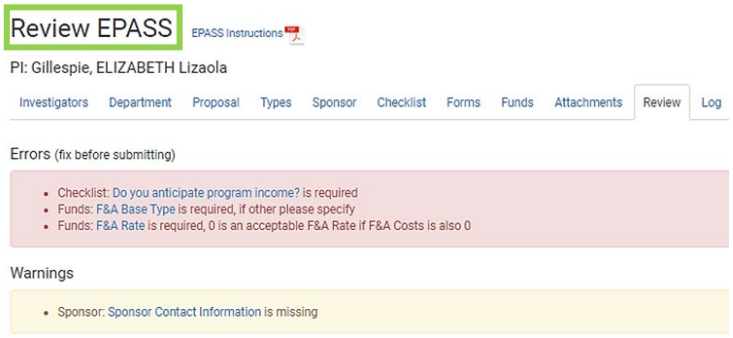
1. **S2S Grants (Cayuse):** Attach the NOFO and internal excel budget. If applicable, attach subaward packets and the PI exception letter.
2. **All Other E-System Proposals:** Upload internal forms per OROS Intent to Submit email (PI Exception, COI, internal budget, subrecipient forms.)
3. **Proposals NOT submitted via e-system:** Upload Proposal document and internal forms as applicable per OROS Intent to Submit email (PI Exception, COI, internal budget, subrecipient forms.)



10. REVIEW TAB

SYSTEM REVIEW FOR ERRORS

1. Click on the “Review” tab when all other tabs are complete.
2. The system will complete an automatic error check and display errors.
3. Errors must be rectified prior to routing for approvals. Warnings are OK.
4. Please keep in mind the system does not catch all errors so review your EPASS carefully.



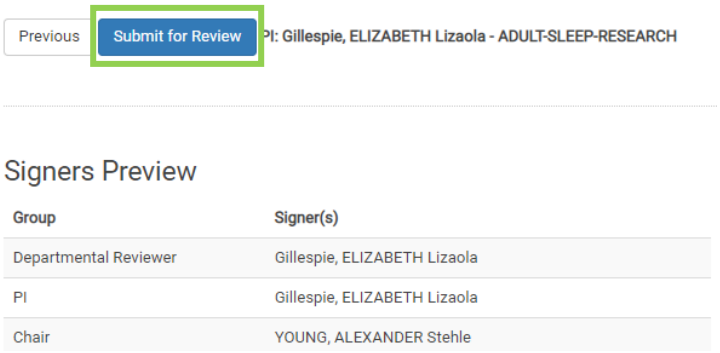
5. The completed EPASS may be reviewed and/or downloaded as a PDF.

6. A “Submit for Review” button will become available once all errors are rectified.

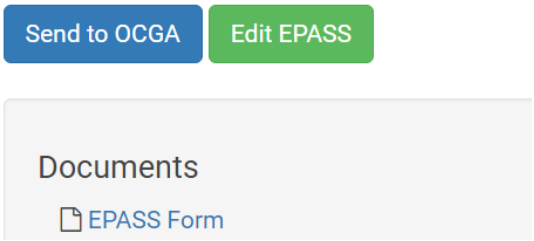
7. “Submit for Review” initiates the electronic approval routing and initiates the OROS Pre-Award Review process.
   a. This function does not submit the EPASS/materials to OCGA for review.

8. The SEMEL Institute EPASS Review Process. Once "Submit for Review" is pushed, the Department Reviewer will receive an email and approve or deny. Once approved, an email will be sent to PI to approve or deny, followed by Department Chair.

9. When automated email is received by PI, they need to login using SSA unless they are already logged in, to review the EPASS.



PLEASE **DO NOT SEND** THE EPASS TO OCGA. THE REVIEWER WILL DO SO ONCE ANY COMMENTS ARE ADDRESSED.



- Once you submit the EPASS, please email preaward@mednet.ucla to notify OROS the proposal is ready for review
- Once OROS routes the EPASS, you can still make edits to the EPASS
- Once the EPASS has been sent to OCGA, any further edits will need to be done manually via PDF, and emailed to OCGA