

## Onboarding to Electronic EPASS System

If your department hasn't been onboarded to the electronic EPASS system yet, and you need to submit a proposal, follow the below steps as soon as possible.

### How to Onboard:

1. Email [EPASSHelp@research.ucla.edu](mailto:EPASSHelp@research.ucla.edu) with the following information:

- Your name
  - i. You will be listed as the contact for the EPASS in the electronic system
- The department you are submitting the EPASS through (the administering department of the proposal/potential award)
- The Principal Investigator's name
- The names of any Co-Principal Investigators (**not** Co-Investigators)
- The names of any fellows (if submitting an individual fellowship)
- The name and role (title) of everyone that needs to sign off on the EPASS for it to be considered fully signed. At a minimum, this includes the PI and the Chair/Dean/Director.
- The name(s) of the personnel who should have the 'Admin' role, which allows the addition/editing/removal of users in the electronic system.

2. Once we receive your email, we will set up your department in the electronic EPASS system with the minimum information required to allow routing of the EPASS for internal signatures and to OCGA (Office of Contract and Grant Administration).

### More Information:

For more information about the Electronic EPASS System, including a set of frequently asked questions (FAQs), visit the [Electronic EPASS System website](#).

### Additional Users:

Any additional users (PIs, Preparers/Fund Managers, etc.) will need to be added by the designated 'Admin' of the department, as identified above.

### Need Help or Have Questions?

If you have any questions, don't hesitate to reach out to [EPASSHelp@research.ucla.edu](mailto:EPASSHelp@research.ucla.edu).