SAA User Guide for eCAF

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Introduction

What Is an eCAF?

- The Campus Approval Form (CAF) is a mandatory cover sheet that must be submitted with each proposal routed through the UCR Office of Research.
- PAMIS eCAF is the web-based electronic version of the required Campus Approval Form that allows its information to be efficiently and quickly processed.
Who Is Involved in Preparation and Approval of an eCAF?

• An eCAF can be started by either a PI or a Contract & Grant Analyst, and then approved by the Department Chair (or designee). Under certain circumstances, an eCAF will need to be reviewed by a Dean (or designee) before it is routed to a Contract & Grant Officer at the Office of Research.

What Is the Role of an SAA in Preparing for eCAF Use?

• As an SAA, you will need set up all eCAF users within your accountability structure, assigning them their proper roles.
• A single user can have more than one role. For instance, a PI may also be a Chair.
Initial Steps for Logging into EACS

- Before you can assign eCAF roles in EACS, users need a valid UCR Net ID and password, which are normally assigned by an Enterprise Directory Administrator at the time an employee is hired.
- You can look up any Net ID in the electronic Campus Telephone Directory.
- Those who have Net IDs but don’t know their passwords should contact their Enterprise Directory Administrators.

### Campus Telephone Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Dept Name</th>
<th>Title</th>
<th>Email</th>
<th>UCR Net ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Michael E</td>
<td>(951) 827-4746</td>
<td>Entomology</td>
<td>Professor of Entomology &amp; Entomologist</td>
<td><a href="mailto:michael.adams@ucr.edu">michael.adams@ucr.edu</a></td>
<td>UCARENG</td>
</tr>
</tbody>
</table>
•Enter http://iviews.ucr.edu in your web browser (or click on this link), which will cause one of the two screens above to display. If the Central Authentication Services screen displays, enter your NetID and password. If the screen on the right displays first, click on the “Login” button and the Central Authorization screen will then be displayed.

•After you have logged in to iViews, your list of Authorized Applications will be displayed.

•From this list, click on the Enterprise Access Control System link.
• This guide is intended for experienced SAAs who just need to understand how eCAF assignments work within EACS.

• If you need basic information about EACS usage, click on Training and Video Tutorials from your iViews screen and select Introduction to EACS.

Web Based Tutorials and Video Training

<table>
<thead>
<tr>
<th>Name</th>
<th>Description (click to play)</th>
<th>Length</th>
<th>Date Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>EACS</td>
<td>Introduction to EACS</td>
<td>4:22 Minutes</td>
<td>Oct-05</td>
</tr>
<tr>
<td>EACS</td>
<td>EACS for UCLES</td>
<td>4:21 Minutes</td>
<td>Oct-05</td>
</tr>
</tbody>
</table>

The main EACS screen shows:

1. Your name and role
2. Your assigned Accountability Structures

The main portion of the screen lists all users whom you have already added. (If you want to see all users added by any SAA for this particular Accountability Structure, click the "View All Users" button.)
Assigning the PI Role to Eligible Employees

To add an eCAF role to an existing user, click on his or her name.
To add an eCAF role to an existing user:

1. Click on “Pamis eCAF” in the list of Available Applications.
2. Click on the arrow pointing to the grid listing this user’s already assigned applications.

Multiple roles are allowed in eCAF. While the system allows you to assign all 3 roles to a single individual, that would not be typical. However, most Chairs would also be PIs. In this example, we will select the PI role and click the “Next” button.

Note that there is no separate Co-PI role in EACS. Assign the PI role to those who will be Co-PIs.
• Note that PAMIS eCAF has been added to the user’s grid of applications. It also details the role that has been assigned.
• Click on the “Back to User” Button to return to the main EACS screen.

• From the main eCAF screen you can again see that eCAF has been added to Adams’ list of applications. However, from this screen you are unable to tell which roles within eCAF he has. (This is the way EACS was designed.) To see the roles for each application, click again on the user’s name to see the detailed application/role grid.
Assigning the PI Role to Not Yet Eligible Employees

Definition of a Principal Investigator:
- A PI is a UCR employee with an academic appointment or other eligible appointment under University policy who has overall responsibility for the design, scientific/technical conduct, administrative management and reporting of a research, training, or public service project supported by extramural funding sources.
- The Principal Investigator confirms that the entire proposal meets the requirements outlined in the sponsor’s solicitation and/or application instructions.
- To determine PI eligibility, EACS checks for a 50% or greater appointment in an eligible title. If that test fails, it checks a separate table of individuals who have been granted PI eligibility on an exceptional basis. (The Office of Research maintains the separate table of PI eligibility exceptions.)
• Begin the same way as for a person who has PI eligibility – click on that person’s name from the list of users in EACS.

To add an eCAF role to an existing user:
1. Click on “Pamis eCAF” in the list of Available Applications.
2. Click on the arrow pointing to the grid listing this user’s already assigned applications.
Select the PI Role and click the “Next” button.

• In this case there is a message indicating that this individual is not yet eligible for the PI role.
• Click the “Request PI Eligibility” button.
• You may print the [PI Eligibility Form] by clicking on the blue link.
• Scan the completed PI Eligibility Form with the employee’s biosketch as a single PDF file. Ensure that you have saved this PDF file in a location where you can browse for it.

• Note that a person who is awaiting a decision on PI eligibility may submit proposals to the Office of Research and may use eCAF at this point just like any other PI. However, until PI eligibility is granted, the proposal will not be submitted to the agency.
Assigning the C&G Analyst or Chair Role

- For employees who are already in EACS, click on his or her NetID to grant access to eCAF.
1. Click on “PAMIS eCAF” in the list of available applications.
2. Click the arrow button that points to the grid to the right.

- Select either the Chair or C&G Analyst role
- Click the “Next” button
1. Confirm that PAMIS eCAF has been added to the grid with the desired role.
2. Click the “Back to User List” button.

Additional Resources

- Computing Help Desk Email: helpdesk@ucr.edu.
- Feedback Email: ecaffeedback@ucr.edu.
- Proposal Processing Policy 527-4: [http://www.ora.ucr.edu/Policies/Policies.aspx](http://www.ora.ucr.edu/Policies/Policies.aspx)