

The EPCS User Profile Update EPCS User marked as a DGA

Reminder: When logged into EPCS, please ensure the Submitting Unit(s) and the Administering Unit(s) DGA assignments are up-to-date and current.

1. The EPCS programming for the **eMail** e-mail address field has been updated.
2. This EPCS programming update is applicable to the **User Maintenance** section of EPCS which the DGA has access to when logging into EPCS.
3. The **eMail** e-mail address field can be left unchanged. If unchanged, the EPCS programming and associated e-mail notifications are unchanged.
 - a. The EPCS User's e-mail <Duck ID>@uoregon.edu e-mail address (**UO Email address**) is unchanged.
 - b. The "Don't update **eMail** from Banner" checkbox is not checked.
 - c. A Guidance statement appears below the **eMail** e-mail address field, "Guidance: e-mails sent from the EPCS system use the **eMail** address above (includes the DGA lookup webpage e-mail address if the DGA Lookup e-mail field below is empty), except the payroll certification e-mails which are sent based on the DGA contact information assigned to the grant in Banner. E-mails sent via a listserv use the UO Email address noted below."
4. If an EPCS User wishes to enter an e-mail address in this field, this can be done, however, if done, the new **eMail** e-mail address field must contain an e-mail ending in "uoregon.edu." The EPCS system will not accept an e-mail address not ending in "uoregon.edu" and alert the User by throwing an error message. The "Don't update **eMail** from Banner" checkbox is then checked.
5. The **DGA Lookup Email** address field:
 - a. If the **DGA Lookup Email** address field is empty, the DGA Lookup page on the OVPRI website will reference the EPCS User's "**eMail**," UO e-mail <Duck ID>@uoregon.edu e-mail address (**UO Email address**). There are no e-mail distribution changes in EPCS.
 - b. When the **DGA Lookup Email** address field has an entry in it, the e-mail address must contain an e-mail ending in "uoregon.edu." The OVPRI website is programmed to update periodically, so it will update automatically within 24 hours to show the e-mail address entered in the **DGA Lookup Email** address field. There are no e-mail distribution changes in EPCS associated with the **DGA Lookup Email** address field.
6. Three Examples are provided below for reference.

Example #01 - No Changes: In the Example (screenshot below from the **User Maintenance** section of EPCS), the “eMail” address field is unchanged and the **DGA Lookup Email** address field is empty. This means e-mails sent from the EPCS system use the **eMail** address (**UO Email address**) which includes the DGA lookup webpage e-mail address since, in this example, the DGA Lookup e-mail field below is empty, except the payroll certification e-mails which are sent based on the DGA contact information assigned to the grant in Banner. E-mails sent via a listserv use the EPCS User’s UO e-mail <Duck ID>@uoregon.edu e-mail address (**UO Email address**). There are no other e-mail distribution changes in EPCS.

E-PCS Home »
Logout

E-PCS: User Maintenance

Before continuing, review of the information below is required.
 Once complete, click the **Continue** link at the bottom of the screen.

For questions or concerns, please contact Glen Bennett, Assistant Director, SPS Pre-Award at 346-5039 or email gbennett@uoregon.edu.

Name: Glen Bennett Address: 677 E 12th Ave, Ste 500 5210 University Of Oregon City: Eugene State: OR Zip: 97403-5219	Work Phone: 5413465039 Home Phone: Mobile Phone: Fax: Email: gbennett@uoregon.edu
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If any of the above information is incorrect, please use [DuckWeb](#) to update your information.
 It may take 48 hours for changes to update E-PCS.

User name:

eMail: Don't update eMail from Banner:

Guidance: e-mails sent from the EPCS system use the eMail address above (includes the DGA lookup webpage e-mail address if the DGA Lookup e-mail field below is empty), except the payroll certification e-mails which are sent based on the DGA contact information assigned to the grant in Banner. E-mails sent via a listserv use the UO Email address noted below.

UO Email: gbennett@uoregon.edu

DGA Lookup Email: *For DGA lookup web page*

Font size: Small Medium Large *Medium and Large work best in 1024 x 768 screen resolution or better*

Restrict access to this system from UO campus computers only: Yes No

My research unit is different than my home unit as noted below:

Home Unit: 639900 Research Services and Administration, Office of
 Research Unit:

My Notifications for the Submitting or Administering Units indicated below:

Notify me when a new proposal is created:

Notify me when a proposal is deleted:

Notify me when a proposal is abandoned:

I am a DGA (Departmental Grant Administrator):

I am a Pre-award DGA for these submitting units:

Submitting Unit	Primary DGA	Remove	Copy
690000 Vice President for Research and Innovation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I am a Post-award DGA for these administering units:

Copy	Administering Unit	Primary DGA	Remove

When I am the PI or grant administrator on a proposal:

Notify me as each approval on a proposal is received: Notify me after all approvals are received:

Example #02 - DGA Lookup Email: The **DGA Lookup Email** address field now has an entry in it. In the Example (screenshot below from the **User Maintenance** section of EPCS), the “**eMail**” address field is unchanged, but the **DGA Lookup Email** address field now has an entry in it. This means e-mails sent from the EPCS system use the **eMail** address (**UO Email address**) which will now not include the DGA lookup webpage e-mail address, but will still send all EPCS e-mail notifications referencing the **eMail** address (**UO Email address**), except the payroll certification e-mails which are sent based on the DGA contact information assigned to the grant in Banner. The DGA Lookup webpage on the OVPRI website will display the new **DGA Lookup Email** address within 24 hours. E-mails sent via a listserv use the EPCS User’s UO e-mail <Duck ID>@uoregon.edu e-mail address. There are no other e-mail distribution changes in EPCS.

E-PCS Home »
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I am a DGA (Departmental Grant Administrator):

I am a Pre-award DGA for these submitting units:

Submitting Unit	Primary DGA	Remove	Copy
690000 Vice President for Research and Innovation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Copy"/>

I am a Post-award DGA for these administering units:

Administering Unit	Primary DGA	Remove
690000 Vice President for Research and Innovation	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Example #03 – eMail address and DGA Lookup Email: The **eMail** and the **DGA Lookup Email** address field both now have entries. In the Example (screenshot below from the **User Maintenance** section of EPCS), e-mails sent from the EPCS system use the **eMail** address instead of the UO Email address which will now include the DGA lookup webpage e-mail address. The checkbox for “Don’t update eMail from Banner” checkbox is checked, preventing the EPCS system from automatically updating the e-mail address back to the **(UO Email address)** from the Banner System. The EPCS System will now send all EPCS e-mail notifications referencing the new **eMail** address, except the payroll certification e-mails which are sent based on the DGA contact information assigned to the grant in Banner. The DGA Lookup webpage on the OVPRI website will display the new **DGA Lookup Email** address within 24 hours. E-mails sent via a listserv use the EPCS User’s <Duck ID>@uoregon.edu e-mail address **(UO Email address)**.

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Select ...

Submitting Unit	Primary DGA	Remove	Copy
690000 Vice President for Research and Innovation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I am a Post-award DGA for these administering units:

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