## 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.

EPCS User Profile update for EPCS User marked as a DGA Sponsored Projects Services – DGA Community Reference Date 02/24/2021

**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 »							Log	
		E-PCS	S: User	Maintenan	ce			
					n below is required. bottom of the screen.			
For questions or concerns, please conf	tact Glen Ber	nnett, Ass	istant	Director, SPS	Pre-Award at 346-5039 or	email gbennett@uc	oregon.edu.	
Name: Glen Bennett				Work Phone	e: 5413465039			
Address: 677 E 12th Ave, Ste 500				Home Phon				
5210 University Of Oregon				Mobile Pho	ne:			
City: Eugene				Fax: Email:	abannott@uaragan adu			
State: OR				Ellidii.	gbennett@uoregon.edu			
Zip: 97403-5219								
If any				ease use DUCKW changes to upda	eb to update your information. te E-PCS.			
ser name: gb80933								
Mail: gbennett@uoregon.edu			Don'	t update eM	ail from Banner:			
idance: e-mails sent from the EPCS system use the e	Mail address abo	ve (includes	the DGA	lookup webpage	e e-mail address if the DGA Lookup e-	mail field below is emp	ty), except ti	
yroll certification e-mails which are sent based on the D Email: gbennett@uoregon.edu	BGA contact inf	ormation as	signed to	the grant in Bar	iner. E-mails sent via a <mark>l</mark> istserv use th	e UO Email address no	ted below.	
GA Lookup Email:				For	DGA lookup web page			
50 <del>50</del>								
ont size: OSmall OMedium 💿 L	arge <i>Medi</i>	um and L	arge v	vork best in	1024 x 768 screen resolution	on or better		
estrict access to this system from UO c	ampus comp	outers on	ly: O	Yes   No				
				75055 S21				
y research unit is different than my	y nome unit				search Services and Admini	stration Office o	f	
				20	President for Research and Ir			
				0)				
y Notifications for the Submitting o		ering Ur	nits in	dicated bel	ow:			
otify me when a new proposal is create	ed:							
otify me when a proposal is deleted:								
otify me when a proposal is abandoned	l:							
am a DGA (Departmental Grant Adı	ministrator	): 🖾						
am a Pre-award DGA for these submitting units:				I am a Post-award DGA for these administering units:				
elect	<b>∨</b> Add			Select		<b>∨</b> Add		
Submitting Unit	Primary DGA	Remove	Сору	Сору	Administering Unit	Primary DGA	Remove	
90000 Vice President for Research and novation								
			Upo	date				
			29					
<b>/hen I am the PI or grant administ</b> otify me as each approval on a proposa				o ofter all -	pprovals are received.			
the state of the s	ai is received	ı. L. INI	othy III	e aitei all a	pprovais are received:			
🔼 🔒 🐙 🚾 🗴								

EPCS User Profile update for EPCS User marked as a DGA Sponsored Projects Services – DGA Community Reference Date 02/24/2021

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 »							Logou
		E-PCS	3: User	Maintenance			
					below is required. ottom of the screen.		
For questions or concerns, please con-	tact Glen Ber	nnett, Ass	sistant I	Director, SPS P	re-Award at 346-5039 or	email gbennett@ud	regon.edu.
Name: Glen Bennett				Work Phone:	5413465039		
Address: 677 E 12th Ave, Ste 500		Home Phone:					
5210 University Of Oregon	5210 University Of Oregon			Mobile Phone	:		
City: Eugene				Fax:	I Market Control & Control		
State: OR				Email:	gbennett@uoregon.edu		
Zip: 97403-5219							
If any				ase use DuckWeb changes to update i	to update your information. E-PCS.		
User name: gb80933							
eMail: gbennett@uoregon.edu			Don'	update eMail	from Banner:		
Suidance: e-mails sent from the EPCS system use the e payroll certification e-mails which are sent based on the	Mail address abo	ve (includes	the DGA	lookup webpage e-	mail address if the DGA Lookup e-	mail field below is emp	ty), except the
JO Email: gbennett@uoregon.edu	. Don compet mi	0111100111011	zigiica to	the grant in bonne	in a mana sent me a nacem dae a	- 00 Lillan	
DGA Lookup Email: sponsoredprojects	@uoregon.e	du		For D	GA lookup web page		
Font size: O Small O Medium   L	arge Medi	um and L	arge v	ork best in 10	024 x 768 screen resoluti	on or better	
Restrict access to this system from UO c	ampus comp	outers on	ly: O	Yes  No			
*	- 8 3		93				
My research unit is different than m	/ home uni						
					arch Services and Admini		
		Researc	h Unit	690000 Vice F	resident for Research and Ir	nn 🗸 Updat	e
My Notifications for the Submitting o	r Administ	orina Hr	site in	dicated below			
Notify me when a new proposal is create		ering of	iits iii		V.		
Notify me when a proposal is deleted:							
Notify me when a proposal is abandoned							
Total y mic mach a proposar is assured	**			The state of the s			
I am a DGA (Departmental Grant Ad	ministrator	): 🗹					
am a Pre-award DGA for these submitt	ing units:	₹3 ao		I am a Post-a	ward DGA for these adm	inistering units:	
0-11	<b>∨</b> Add			Select		<b>∨</b> Add	
Select	Primary	Remove	Сору	Сору	Administering Unit	Primary DGA	Remove
Submitting Unit	DGA						
Submitting Unit 690000 Vice President for Research and							
Select  Submitting Unit  690000 Vice President for Research and Innovation	DGA	0	Upo	late			
Submitting Unit 690000 Vice President for Research and	DGA	0		late			

EPCS User Profile update for EPCS User marked as a DGA Sponsored Projects Services – DGA Community Reference Date 02/24/2021

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).

O E-PCS Hom	e »								Log		
			E-PCS	: User	Maintenan	ce					
						n below is required. bottom of the screen.					
For question	ons or concerns, please cor	tact Glen Ber	nnett, Ass	istant	Director, SPS	Pre-Award at 346-5039 or 6	email gber	nnett@uc	regon edu.		
Name:	Glen Bennett				Work Phon	e: 5413465039					
Address: 677 E 12th Ave, Ste 500				Home Phone:							
	5210 University Of Oregon				Mobile Phone:						
City:	Eugene				Fax:	a the Paragraph and the American Automotive and a Paragraph an					
State: 0	OR				Email:	gbennett@uoregon.edu					
Zip:	7403-5219										
	S S				changes to upda	CD to update your information. te E-PCS.					
ser name: g	b80933	20.		<u>m</u> e ====							
LECTRON DE LA COMPANION DE LA	redprojects@uoregon.e	2000				ail from Banner: 🗹					
idance: e-mails : vroll certification	ent from the EPCS system use the e-mails which are sent based on th	eMail address abo e DGA contact inf	ve (includes	the DGA	lookup webpag the grant in Bar	e e-mail address if the DGA Lookup e- nner. E-mails sent via a listserv use th	mail field be e UO Email a	low is emp	ty), except th		
	nnett@uoregon.edu										
3A Lookup E	mail: sponsoredproject	s@uoregon.e	du		For	DGA lookup web page					
APT. 100 VALUE OF THE PARTY OF	A TOTAL COLUMN DE COLUMN D										
nt size: Os				100		1024 x 768 screen resolution	on or bet	ter			
estrict acces	s to this system from UO	campus comp	outers on	ly: O	Yes ® No						
v Notificati	ons for the Submitting	or Administ	erina Ur	its in	dicated bel	ow:					
	n a new proposal is creat		cing of			ow.					
<b>(</b> 9)	n a proposal is deleted:										
	n a proposal is abandone	d:									
		Charle	112 1		95400						
am a DGA (	Departmental Grant Ad	ministrator	): 🗹								
S 17	a Pre-award DGA for these submitting units:		5		I am a Post-award DGA for these administering units			P			
elect		✓ Add	J		Select		•	Add			
	Submitting Unit	Primary DGA	Remove	Сору	Сору	Administering Unit	Prin D(		Remove		
90000 Vice Pronovation	esident for Research and	2									
				Upo	date						
	he PI or grant administ		Charles of the Control of the Contro		1410) 11 <u>4</u> 0) 1010 1010	Substitution of the control of the c					
otify me as	each approval on a propos	al is received	i: U No	otify m	e after all a	pprovals are received: $\square$					
	TO THE RESERVE OF THE PERSON O				College						
		SF	PS Mail Lis	t Subs	criptions	Descriptions					