HOW TO CHECK THE STATUS OF AN AGREEMENT IN IRES

Logging in to IRES

To access IRES, open an internet browser and enter the following address to access the Yale Portal: https://ires.yale.edu

Click the Login button.

A Central Authentication Service (CAS) login screen will appear. Enter your Yale Not ID and Password, and click Login.
The IRES Main Page will appear.

From the IRES Main Page, select one of the following tabs from the left-hand side bar:

- My Proposals
- External Interests
- My Profile

Note: The My Projects tab is not being used at this time.
To search for a record:

Click Search For under the My Proposals tab.

Enter the search criteria in the appropriate field.

Search using any of the following criteria:

- Proposal Number
- Sponsor/Scheme (Name)
- PI (Last Name)
- Legacy Number
- Proposal Status
- Primary Assoc Dept.

Use * for wildcard (e.g., Proposal Number: *123)
Use ! for Sounds Like (e.g., Sponsor/Scheme: !John Doe)

**Note:** Use the wildcard (*) symbol to replace unknown values. Place the wildcard at the beginning or end of the information entered only in non-Progressive Search fields, i.e., Proposal Number and Legacy Number fields.

If necessary, click Show Additional Search Options tab to enter additional details.
The Additional Search Fields screen will display. Use this screen to narrow your search.

Click Hide Additional Search Options to hide the Additional Search Fields section.

Note: Award Number refers to the sponsor award number, not the OGM award number.

Click Locate to execute your search.

All results matching your search criteria will display below.
Go to PT and VIEW (Glasses)

Scroll your mouse over the folder (folder) icon.
The record menu bar will display.

Select one of the following icons within the appropriate column:

- Select the Edit (folder) icon to open the record in Edit mode.
- Select the View (folder) icon to view the record in View Only mode.
- Select the Forward (folder) icon to send an email with a link to the record to another IRES user.
- The Delete (folder) icon is disabled, and is not available for use.

Once record is open, click on Agreements folder:

Navigate to the Agreements folder.
Locate the current agreement and note the current status and comments:

Agreement Status History shows updated status:

<table>
<thead>
<tr>
<th>Agreement Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Negotiation – Yale</td>
<td>GCA (or Central Office), PI, Sponsor, or other parties are negotiating. Note: Track where in the negotiation process the agreement stands in the Activity folder.</td>
</tr>
<tr>
<td>In Negotiation - Sponsor</td>
<td>Sponsor needs to respond to proposed changes.</td>
</tr>
<tr>
<td>Approved - Not Fully Executed</td>
<td>The agreement is partially executed. One party has signed the agreement and is pending signature from the other party.</td>
</tr>
<tr>
<td>Fully Executed</td>
<td>All parties have agreed to and endorsed the agreement. This status should be accompanied by a copy of the contract uploaded to the Agreements folder.</td>
</tr>
<tr>
<td>Rejected</td>
<td>Not funded (negotiations unsuccessful or other reasons).</td>
</tr>
<tr>
<td>Terminated</td>
<td>Negotiations were terminated. Requires a change in Proposal Status to Withdrawn and a note regarding which party terminated negotiations.</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>University decides to withdraw a proposal from consideration for funding.</td>
</tr>
</tbody>
</table>