IRES Upgrade – April 24-28, 2014

The Integrated Research Enterprise Solution (IRES) system will be unavailable from 5pm Thursday April 24 through 8:30am Monday April 28, 2014 in order to complete a system upgrade. The upgrade will provide improved system functionality, enhancements to screen layouts, improved navigation, and will resolve a number of system issues. In preparation for the upgrade, please review the information below describing the system areas impacted, actions required, available training, and updated system reference materials for IRES users.

Impact

Conflict of Interest (COI)

- Faculty (and any other individuals required to submit a COI disclosure) will be unable to submit an External Interest (COI) disclosure during the system upgrade. Disclosures in process and saved will not be impacted by the upgrade.

Proposal Development (PD)

- PD will not be available during the system upgrade. See “Action Required” below regarding the submission of proposals.

Proposal Tracking (PT)

- PT View will be unavailable until the upgrade is complete.

RE Reporting Portal

- The RE Reporting Portal will not be available for use until the upgrade is complete.

Action Required

Proposal Management

- All System-to-System (S2S) proposals due April 24–28 must be final and routed to GCA by Wednesday April 23. If a proposal is not final by April 23, it must be prepared using the SF424 grants.gov adobe forms and submitted to GCA (emailed to the appropriate GCAT mailbox) accompanied by a TranSum.
- All Non-S2S proposals due April 24–25 must be routed to GCA by noon on Thursday April 24. Please contact your GCA Proposal Manager if the route will not be completed by this time.

Award Management

- If you are considering an At Risk request for a pending award, please submit the ARR by 12 noon on Thursday, April 24.

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Award Management (continued)
- Any Notices of Award or ARR received on Friday, April 25 will be processed for setup the following week. All requests for No-cost Extensions and other prior approval requests will be handled as usual
- Please contact your GCA Award Manager if you have an urgent issue during this period.

Training and Reference Tools Available
PD Quick Guides
- The Quick Guides in the Toolkit section of the GCA website will be updated to include new screenshots and instructions.

On Demand eLearning Modules
- Two short training videos will be available in the Toolkit section of the GCA website:
  - Highlights of Changes in the v14 Upgrade
  - Entering Budgets

Brown Bags
- Two large auditorium information sessions are scheduled in Harkness Auditorium. A demonstration of the changes will be provided with time for questions and answers on:
  - Tuesday April 22, 2014 from 12:30pm–2pm
  - Thursday May 1, 2014 from noon –1pm
- Users can sign up for these opportunities through TMS (www.yale.edu/training → Courses by Owner → Grant and Contract Training → IRES Related Training → Brown Bag Luncheon – IRES Upgrade

Hands-On Workshops
- Hands-on workshops are available at 221 Whitney Avenue. The workshops will provide users the opportunity to either complete work in the system or in a training environment with support from GCA. Please note that space is limited.
  - Friday May 2, 2014 from 10am–12pm
  - Wednesday May 7, 2014 from 10am–12pm
  - Friday May 9, 2014 from 3pm–5pm
- Users can sign up for these opportunities through TMS (www.yale.edu/training → Courses by Owner → Grant and Contract Training → IRES Related Training → IRES Upgrade – Proposal Development (PD) Workshop

Timeline
April 22, 2014  Brown Bag in Harkness Auditorium
April 23        All S2S submissions are final and routed to GCA
April 24 (12pm) All Non-S2S submissions are routed to GCA
April 24 (12pm) All At Risk Requests are routed to GCA
April 24 (5pm)  IRES is unavailable
April 28 (8:30am) Upgrade is complete and IRES is available
May 1          Brown Bag in Harkness Auditorium
May 2          Hands-On Workshop at 221 Whitney Avenue
May 7          Hands-On Workshop at 221 Whitney Avenue
May 9          Hands-On Workshop at 221 Whitney Avenue
IRES Upgrade – April 24-28, 2014 (continued)

Questions
Please contact the Office of Grant and Contract Administration (GCA) through the appropriate GCAT mailbox with additional questions.

All COI questions should be sent to conflicts@yale.edu.