

## Introducing PARiS

If you are a researcher with active sponsored projects or if you approve proposals on behalf of your division, department, or school, you should have recently received an email regarding PARiS, USC's new paperless proposal preparation and submission system.

## How does PARiS work?

PARiS, the PreAward Research Information System, is USC's new web-based system which facilitates the electronic routing, approval and submission of proposals to external sponsors, including Grants.gov.

- PARiS replaces the current Proposal Approval Record.
- PARiS includes a robust budgeting capability to assist with the development of a proposal budget. The research plan and other documents may also be uploaded into PARiS.
- PARiS electronically routes your proposal for the necessary institutional approvals, including the Department of Contracts and Grants. For Grants.gov submissions, DCG has the ability to submit the proposal directly from PARiS.

## Accessing PARiS

The PARiS website is: <https://paris-scera.usc.edu/>

You may access PARiS through either of the following websites:

- Department of Contracts and Grants: <http://dcg.usc.edu/index.cfm>
- SCera, USC's electronic research portal: <http://aisportal.usc.edu/fis/portal/>  
*(your SCera login will be required first)*

Your recent PARiS email notification included both your user name and password and access to PARiS in order to: a.) prepare, submit and make changes to your proposal and budget or b.) review and approve a proposal on behalf of your division, department or school.

## Obtaining a PARiS Account

User names and passwords have been issued to all individuals identified as:

- PIs with active sponsored projects with DCG
- Research Administrators or Department Administrators
- Division, department and school approvers
- Alternate approvers

Anyone attending a PARiS training session automatically receives a username and password upon completion of the class. Instructor-led sessions are currently being offered on both campuses and will train participants how to develop and submit a non-Grants.gov proposal through the system. For instructions on enrolling, please see **Training** below.

You may also receive your username and password by selecting "Create an Account" on the PARiS home page.

## Training

As part of our Phase I rollout, the instructor-led **Introduction to PARiS** class will teach participants how to develop and submit a non-Grants.gov proposal through the system. Interactive three-hour sessions will be offered on both campuses throughout August. To enroll, please visit the Professional Development website at <http://capsnet.usc.edu/ProfessionalDevelopment/index.cfm>; from there:

1. Select "Schedule and Registration," followed by "Online Schedule and Registration."
2. "View Classes."
3. Select "Contracts and Grants" (scroll down to Introduction to PARiS).

You will need a USCnet Login username and password (also known as an ITS basic email account) to utilize the page. If you do not have a username and password, follow the instructions at <http://www.usc.edu/firstlogin> to activate your account.

## Reference Materials

Various training guides and reference materials are available to assist you through the system; all of these materials may be accessed from the "Education and Training" link on the PARiS login page.

### FOR THE PI, PROJECT TEAM & RESEARCH ADMINISTRATORS:

- The *PARiS Quick Reference Guide* provides an overview of the steps involved in preparing and routing a new proposal through the system for the PI, Project Team and Research Administrator.
- The *Introduction to PARiS: A Guide to Preparing nonGrants.gov Proposals* is a comprehensive resource for using the system.

### FOR DIVISION, DEPARTMENT AND SCHOOL APPROVERS:

- The *PARiS Quick Reference Guide* provides an overview of the steps involved in reviewing, approving, or disapproving a proposal.

## Phases of Implementation

PARiS was developed in response to the research community's request to improve proposal preparation and routing processes. The system is being implemented in three phases to assist the USC research community in applying for and managing research funds. In July 2009, we rolled out our first phase, which encompasses nonGrants.gov submissions only.

## What if I have questions about the development or rollout of the system?

If you have any questions regarding PARiS, please contact Training and Development Specialist Donna Obeid at [dobeid@ooc.usc.edu](mailto:dobeid@ooc.usc.edu).