

## Instructions to access effort reporting training session.

1) Log into the Research Gateway with your WUSTL Key.

Note: WUSTL KEY is your Login ID and password for use of University systems like WebSTAC, Telesis, HRMS, WebFAC and the Research Gateway.

Office of the Vice Chancellor for  
**RESEARCH**

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**Search Cores** Search and link to WUSTL research cores to identify services, expertise, or equipment that can enhance your research projects: [Core Research Facilities & Resources](#)

We believe that you should be able to manage your research projects effectively.

### Welcome to the Research Gateway


Provided by the [Office of the Vice Chancellor for Research](#)

The Research Gateway is a consolidated, on-line resource that provides Washington University faculty and staff access to the numerous research-related resources, tools, forms, and applications necessary to propose, perform, manage, and close research projects.\*

I encourage you to submit comments and suggestions that will help us improve the functionality of this service. Please submit your ideas via email to [ovcrinfo@msnotes.wustl.edu](mailto:ovcrinfo@msnotes.wustl.edu)

Evan D. Kharasch, MD, PhD  
Vice Chancellor for Research

**Login**  
Enter your WUSTL key

User ID:  

Password:

[Login Support](#)  
[Technical Support](#)  
[Contacts](#)


The Gateway is optimized for use with Internet Explorer and Mozilla/Firefox web browsers.

2) Access the training program entitled “Effort Reporting for Medical School Faculty” (click on link “Medical School Faculty”)

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Menu of Activities for  [Logout](#)

**Proposal and Award Management Tools**

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- [Develop and Submit Proposals](#)
- [Financial Reports: Grants, Contracts, and Other Accounts \(FFR\)](#)
- [eSubmission at WU \(PDS\)](#)
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- [Review/Update Effort Report \(ePARS\)](#)

**Compliance Tools**

- [View/Update My Compliance Profile](#)
- [Complete My Education and Compliance Requirements](#)
- [Clinical Trials Billing Matrix](#)
- [Complete/Review COI Financial Disclosure Statement](#)

**Education and Featured Programs**


**Responsible Conduct of Research (RCR)**

- [- PERCSS Core Curriculum](#)
- [- RCR at WUSTL Website](#)

**Effort Reporting Principles for**

- [- Danforth Campus Faculty](#)
- [- Medical School Faculty](#)
- [- Non-Faculty](#)

[Human Subjects Education](#)  
[HRMS Course Registration](#)




3) Click on link “Launch Course”

4) The training session will automatically start

**Faculty Effort Reporting**

**Washington University School of Medicine**

**Click the play button (  ) below to advance the slides.**

**If you experience technical difficulties with this training program, please contact Research Education at 314-747-5574**

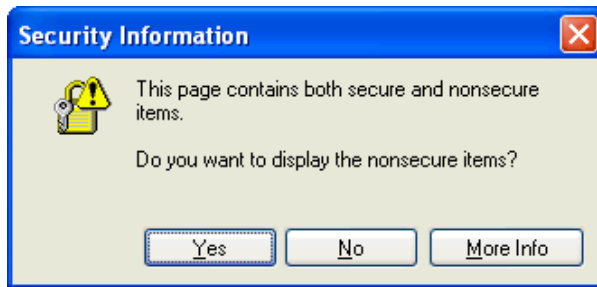
Version 4.0  
FY 2011

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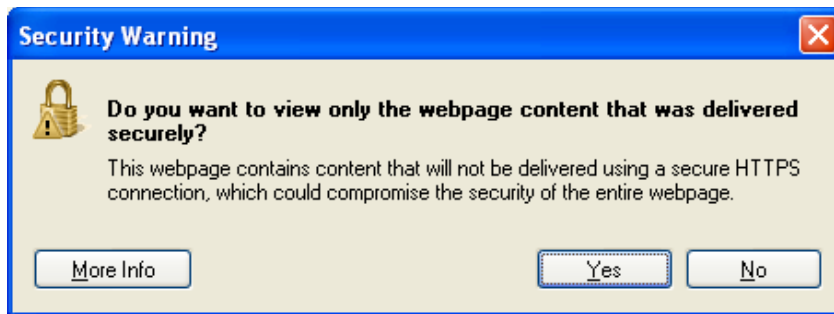
## Breeze Access – New Security Warning with Internet Explorer 8.x

When accessing the Adobe Connect/Breeze system from the Research Gateway or AIS System, you may see a pop up dialog box warning about secure and non-secure items on the page you are trying to access. In order to allow single sign on access you will need to answer the question differently depending on your browser type.

### Warning Message in IE 7.x



### Warning Message in IE 8.x



### What to do?

If you are using IE 7.x and versions prior to that and the question in that warning message asks the user "Do you want to display the nonsecure items?"; in order for the Adobe Connect/Breeze login to work, we need to answer "Yes" in the warning message that appears in IE 7.x and version prior to that.

The warning message in IE 8.x flipped the question and in order to make the Adobe Connect/Breeze login work, we need the user to answer "No" instead of "Yes".

#### NOTE:

The warning message in IE 8.x has strong language which will scare even the expert users and the chances of answering "Yes" by the users are very high. A "Yes" answer in IE 8.x will prevent the user from logging into Breeze.