

## MEMORANDUM

To: MGH Administrative Directors  
RE: Ebuy Rollout/Research Fund Approvals  
From: Rick Bringhurst, M.D.  
Date: 2/25/05

We have been working to address concerns expressed about potential problems associated with designating PIs as Primary Approvers in Ebuy, given the assumption that many of them will want to delegate this function to specific departmental administrators and that serial subdelegation is not an option, which would place the burden on the PIs to change their delegates when vacations and other absences of their principal delegates occurred.

The plan developed to mitigate this problem is two-fold:

1. All PIs will receive an email with simple (3-step) instructions and an embedded link directly to the Ebuy application page that will enable them to designate a delegate in the system without having to undergo formal Ebuy training in advance. Alternatively, the PI can simply reply to the email with the name of their desired delegate and MMIS staff will input this designation for them.
2. Departmental administrators and ADs will be given access to a custom page in the Ebuy application that will enable them to enter/edit delegates on behalf of any of their PIs.

**To facilitate #2, I would ask that you email to Mary Gomperts (please cc me) a list, organized by Unit/Division as appropriate, of those individuals (including yourself) who should be granted access to this custom page, enabling them to enter/edit delegates of the Primary Approver function for PIs in those areas. It would be very helpful if you could include for each listed individual their respective Partners Logon IDs.**

The custom page module should be up and running by 3/15/05, which will provide the time needed to load the security, test and complete training of those individuals you designate to serve as users for this application. In the meantime, MMIS staff will assure that no Ebuy requisitions are left unapproved in the approval queue for longer than 2 days, once Ebuy goes live on 3/1/05. The good news is that on average only about 25 requisitions a day exceed the \$1000 threshold that invokes the approval requirement, so this should be a manageable situation.

Thanks for you help and cooperation.