**Campus Location:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Request Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Effective Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Campus Contact**: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Contact Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:** Please send this completed form to CustomerServices@rfsuny.org to process this request.

**Please choose the following actions:**

Schedule automatic alerts Discontinue scheduled automatic alerts

**Check the applicable box below:**

**Campus Wide Alert Notifications:** By checking this box, you are requesting that automatic alerts will be sent out to all award and project principal investigators for the entire campus for the reports indicated below with the understanding that award or project PI(S) have been set up in the Oracle applications and that all of the prerequisites have been met

**Individual PI Set Up:** By checking this box, you are confirming that individual award or project PI (S) have been set up in the Oracle applications and that all of the prerequisites have been met. The automatic alerts will be sent out to these individuals at your campus location for the reports indicated below.

**Indicate below the reports you are requesting to be set up for automatic alerts.**

|  |  |  |
| --- | --- | --- |
| **Name of the Reports** | **Role Recipient** | **Indicate Yes or No**  |
| Employees Terminating on a Grant in the Next 45 Days | Project PI |  |
| New Person Assigned on a Grant in the Last 30 Days | Project PI |  |
| New Awards or Projects Created in the Last 30 Days | Award and Project PI |  |
| Past Due ReportsWould you like financial reports excluded? \_\_\_Yes or \_\_\_No | Award PI |  |
| Awards Terming in the Next 90 Days*(Sponsored Program Awards Only)* | Award PI |  |
| Projects Terming in the Next 90 Days *(Sponsored Program Projects Only)* | Project PI |  |
| Reports Coming Due in the Next 90 DaysWould you like financial reports excluded? \_\_\_Yes or \_\_\_No | Award PI |  |
| Monthly Award Summary by Category *(Sponsored Program Awards Only)* | Award PI |  |