



USER ACCESS FORM - PROJECT STAFF

USER INFORMATION SECTION

NEW (if applicable, name of person you replaced) _____

CHANGE (specify date if termination) _____

Name: _____

User ID: _____

Department: _____

Location: _____

Email: _____

ACCESS REQUEST SECTION

I need access to data for the _____ department(s)

I need access to just the project, tasks and awards where I am listed as a Project Administrator/Manager or Project Staffing Owner

I need access to just the project, tasks, and awards where _____ is a Principal Investigator

I need access to award and projects where _____ is a credit organization

I need access to award and projects where _____ is a credit PI

Awards

Projects

Tasks

REPORT CENTER (Pick One): _____

Note: When given the role of 'Principal Investigator' or 'Co-Principal Investigator' on an Award or Project with the role 'Task Manager' on a task, a RUSAM record will be automatically assigned to the user.

Pre-Award and Compliance System (PACS) (See Roles List):

ECRT (Effort Reporting): _____



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AUTHORIZATION SECTION

The supervisor must sign the form. The supervisor's signature on this form is authorization to add the user to the computer system and confirmation that the user requires access to The Research Foundation's computer system to perform job duties. The supervisor will notify the campus security contact of user termination or transfer.

User Authorization

Date

Supervisor/Principal Investigator Authorization

Date

Supervisor/Principal Investigator Authorization

Date

CAMPUS SECURITY ADMINISTRATOR USE ONLY

User Location

Report Center Access

Security Type

Task Project Value

Security Value