

USER ACCESS FORM - PROJECT STAFF

USER INFORMATION SECTION

NEW

CHANGE (specify date if termination) _____

Name: _____ User ID: _____

Department: _____ Location: _____

Email: _____

ACCESS REQUEST SECTION

- I need access to data for the _____ Departments(s)
- 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

I need access to the following:

- 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 rol 'Task Manager' on a task, a RUSAM record will be automatically assigned to the user.

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.

Date

User Authorization

Date

Supervisor/Principal Investigator Authorization

Date

Supervisor/Principal Investigator Authorization

RF BUSINESS SYSTEMS ACCESS ADMINISTRATOR USE ONLY

User Location _____ Report Center Access _____

Security Type _____ Task Project Value _____ Security Value _____

Date

Business Systems Administrator