RF Business System User Form for ACADEMIC DEPARTMENTS

Email completed form to: *OVPR_RF_Access@stonybrook.edu*

NEW ☐   **CHANGE** ☐   **ACCESS TERMINATION** ☐ **as of (DATE)** _____

PURPOSE: This form is for granting access to the Research Foundation's Business System. Unless indicated otherwise by the individuals authorizing access, it also constitutes authorization to access RF award

It is the responsibility of the Project Director, or Unit Supervisor, to notify the Campus Security Administrator when a user's responsibilities change, upon their leaving your department, or if their access is to be terminated. Security questions should be directed to John Hanges, Office of the Vice President for Research, (Voice: 2-4849) or via email at *John.Hanges@stonybrook.edu*

Name (Last, First, MI): _____

Title: _____ **Department (ORG):** _____

Phone: _____ **Email Address:** _____

- **IF YOU ARE REPLACING SOMEONE** who currently has the same access you are requesting and who no longer needs it, please provide the name of the individual you are replacing here: _____

- **DEPARTMENTAL IDC ACCOUNTS – Do you want access to salary data for IDC accounts? Yes** ☐ **No** ☐

- **Do you want to give AUTOMATIC ACCESS if the award/project is renewed under a new award/project number? Yes** ☐ **No** ☐

- **RESPONSIBILITIES IN PIAI AWARD INTERFACE** *(inquiry-only access)*. **Check all that apply.**

    ☐ **PI Award Interface All** *(This includes ALL modules listed below)*
      ☐ **AP/PO Inquiry** *(Accounts Payable & Purchasing)*
      ☐ **AR/Cash Inquiry** *(Accounts Receivable & Cash Receipts)*
      ☐ **Grants All** *(Award summary & detailed financial & administrative information)*
      ☐ **People Inquiry** *(Personnel cost)*

SPECIFIC AWARDS
This is inquiry-only access to financial/administrative information to selected awards.   *This grants access to ALL projects under specified award(s).*

Which Award(s)? _____   _____   _____   _____
_____   _____   _____   _____

Award PI's Endorsement(s): *ONLY THE AWARD PI SHOULD ENDORSE THIS SECTION*

_____   _____
Signature   **Print Name**
_____   _____
Signature   **Print Name**

Please continue on next page.

SPECIFIC PROJECT(S)

This is inquiry-only access to financial/administrative information to selected projects and its tasks.
This does not include access to Award level information.

Which Project(s)? _____ _____ _____ _____
_____ _____ _____ _____

Project Director's Endorsement(s): *ONLY THE PROJECT DIRECTOR SHOULD ENDORSE THIS SECTION*

_____ _____
Signature **Print Name**

_____ _____
Signature **Print Name**

SPECIFIC TASK(S)

This is inquiry-only access to financial/administrative information to selected projects.
This does not include access to Award or Project level information.

Which Task(s)? Task ___of Project _____   **Task ___of Project _____**

Task ___of Project _____   **Task ___of Project _____**

Task Manager's Endorsement(s): *ONLY THE TASK MANAGER SHOULD ENDORSE THIS SECTION*

_____ _____
Signature **Print Name**

_____ _____
Signature **Print Name**

KEY MEMBER(S)

This is inquiry-only access to financial/administrative information to ALL awards/projects associated with the specified Key Member. (Key Members are PIs, Co-PIs, Award PIs, Project PIs)

Which Key Member(s)? _____ _____
_____ _____

Key Members' Endorsement(s): *ONLY THE KEY MEMBERS SHOULD ENDORSE THIS SECTION*

_____ _____
Signature **Print Name**

_____ _____
Signature **Print Name**

ENTIRE ORGANIZATIONAL UNIT (i.e., Department, Center, VP area, etc.)

This is inquiry-only access to financial/administrative information.
Access to a parent org automatically provides access to all subordinate organizational units and requires the endorsement of the relevant VP, Dean, Chair, Director or Dept. Head.

Which Unit(s)? _____ _____ _____

Unit Director's Endorsement: *ONLY THE CHAIR/DEAN/DIRECTOR/VP/DIVISION HEAD SHOULD ENDORSE*

_____ _____
Signature **Print Name**

_____ _____
Signature **Print Name**

Campus Security Administration Use Only:

_____
_____

Security Administrator's Signature: _____ Date completed: _____