



RF Business System User Form for ACADEMIC DEPARTMENTS

NEW CHANGE ACCESS TERMINATION (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 and/or project information through the Lotus Notes MAS/MPS database.

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 Tony DeVietro, Office of the Vice President for Research, (Voice: 2-9840 - Fax: 2-9839) or via email at adevietro@notes.cc.sunysb.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.

Which Award(s)?

Project Director's Endorsement(s): 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.  
*This does not include access to Award level information.*

Which Project(s)? \_\_\_\_\_  
\_\_\_\_\_

Project Director's Endorsement(s): \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**KEY MEMBER**

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 Managers, Project Managers or Award Administrators)

Which Key Member(s)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Director's Endorsement(s): \_\_\_\_\_  
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: \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**Campus Security Administration Use Only:**

Security Administrator's Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Comments \_\_\_\_\_