



**RF Business System User Form for ACADEMIC DEPARTMENTS**

Fax completed form to 2-5704 or mail to Campus Zip = 3365  
Contact: Anthony Devietro at 2-9840

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 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: 2-5704) or via email at [adevietro@notes.cc.sunysb.edu](mailto: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(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.

<b>SPECIFIC PROJECT(S)</b>	
<p><b>This is inquiry-only access to financial/administrative information to selected projects and its tasks.</b>  <i>This does not include access to Award level information.</i></p>	
<p><b>Which Project(s)?</b> _____            _____</p>	
<p><b>Project Director's Endorsement(s):</b> <i>ONLY THE PROJECT DIRECTOR SHOULD ENDORSE THIS SECTION</i></p>	
_____ <b>Signature</b>	_____ <b>Print Name</b>
_____ <b>Signature</b>	_____ <b>Print Name</b>

<b>SPECIFIC TASK(S)</b>	
<p><b>This is inquiry-only access to financial/administrative information to selected projects.</b>  <i>This does not include access to Award or Project level information.</i></p>	
<p><b>Which Task(s)?</b> Task ___ of Project _____ Task ___ of Project _____            Task ___ of Project _____ Task ___ of Project _____</p>	
<p><b>Task Manager's Endorsement(s):</b> <i>ONLY THE TASK MANAGER SHOULD ENDORSE THIS SECTION</i></p>	
_____ <b>Signature</b>	_____ <b>Print Name</b>
_____ <b>Signature</b>	_____ <b>Print Name</b>

<b>KEY MEMBER(S)</b>	
<p><b>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)</b></p>	
<p><b>Which Key Member(s)?</b> _____            _____</p>	
<p><b>Key Members' Endorsement(s):</b> <i>ONLY THE KEY MEMBERS SHOULD ENDORSE THIS SECTION</i></p>	
_____ <b>Signature</b>	_____ <b>Print Name</b>
_____ <b>Signature</b>	_____ <b>Print Name</b>

<b>ENTIRE ORGANIZATIONAL UNIT (i.e., Department, Center, VP area, etc.)</b>	
<p><b>This is inquiry-only access to financial/administrative information.</b>  <b>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.</b></p>	
<p><b>Which Unit(s)?</b> _____</p>	
<p><b>Unit Director's Endorsement:</b> <i>ONLY THE CHAIR/DEAN/DIRECTOR/VP/DIVISION HEAD SHOULD ENDORSE</i></p>	
_____ <b>Signature</b>	_____ <b>Print Name</b>
_____ <b>Signature</b>	_____ <b>Print Name</b>

**Campus Security Administration Use Only:**

\_\_\_\_\_

**Security Administrator's Signature:** \_\_\_\_\_ **Date completed:** \_\_\_\_\_