

UD Financials Job Aid

Research Admin: How to Gain Access to the Grants Module

Overview: Request access using the steps below

Step One

Email the following information to ovpr-access@udel.edu :

- Employee Name
- EMPLID
- UD User ID
- Department ID number(s) to which the employee needs access
- Indicate which PS Role(s) are needed from the following list:

<u>ROLE</u>	<u>ACCESS</u>
GM_RESEARCH_ADMIN	Proposal entry and inquiry
GM_DATA_ENTRY	Proposal Data Entry only
GM_PROPOSAL_INQ	Proposal Inquiry (view) only

- Approval by the lead Business Officer or Research Administrator in the employee's College/Institution/Central campus unit