**Research Foundation Report Center Access**

**The purpose of this form is to grant access to the Research Foundation Report Center Dashboard.**

**This is inquiry-only access to financial/administrative information.**

This does not authorize spending authority or delegation. Delegation of spending authority is accomplished through the campus Electronic Record of Authorized Signatory (ERAS) ERAS access is linked below. <https://www.stonybrook.edu/commcms/eras/faqs.php>

Please email the completed form to [ovpr\_rf\_access@stonybrook.edu](mailto:ovpr_rf_access@stonybrook.edu)

Name (Last, First, MI): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department (ORG): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If this is 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:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date of change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For access to departmental Campus IDC return Project/Task, do you grant access to personnel information charged to these Projects? Yes  No

**Full Organizational Unit Access (ORG)**

Access to a parent org automatically provides access to all subordinate organizational departments and requires the endorsement of the relevant Director, Chair, VP or Dean

ORG/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORG Access Approval Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key Member Access**

This is inquiry-only access to financial/administrative information to ALL Awards/Projects associated with the specified Key Member. (Key Members are the Award or Project or Task Principal Investigator and Co-PIs

Key Member Name Key Member Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Specific Award(s)**

This is inquiry-only access to financial/administrative information to selected Awards. This grants access to ALL Projects under specified Award(s). Only the Award PI(s) should endorse this section)

Note: Please consider Key Member access if you would like the person to have access to all your Awards.

Award Number Award PI Name Award PI Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Specific Project(s)**

This is inquiry-only access to financial/administrative information to selected Projects and the respective Tasks.

Only Project PI(s) should endorse this section.

*This does not include access to Award level information.*

Note: Please consider the Key Member access if you would like the person to have access to all your Projects.

Project Number Project PI Name Project PI Signature

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**Specific Task(s)**

This is inquiry-only access to financial/administrative information to selected projects. Task PI’s Endorsement(s): Only Task PI(s) should endorse this section**)**

**This is the most limited access and should only be used when all other information for respective PI is not needed for this designee. In most instances PI/Key Member access is suitable and ultimately needed.**

Note: Please consider Key Member access if you would like the person to have access to all your Awards.

*This does not include access to Award or Project level information.*

Task Number Project Number Task PI Name Task PI Signature

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_