

SECURITY REQUEST FOR SmartGrant NEW USER ADD/CHANGE FORM

INSTRUCTIONS:

Please fill out this form so that we can create the new SmartGrant user. Once SmartGrant user access is complete, we will notify the user via email.

REQUESTOR INFORMATION:

Requested By: _____ Date: _____

Department: _____ Phone: _____

EMPLOYEE INFORMATION:

Employee Name: _____ KSU#: _____

E-mail: _____ Net ID: _____

SECURITY INFORMATION:

Is the new user a: *(Check all that apply)*

PI/Researcher

Department/College/Unit Administrator. If YES, what is the unit name:

Sponsored Programs/Central Administrator. If YES, is profile administrator access required:

YES NO

The new user will need access to: *(Check all that apply)*

Pre-Award

Post-Award

Reporting

The new user will need to approve, if applicable: *(Check all that apply)*

Proposals

Award Revisions

ADMINISTRATIVE USE ONLY

Office of Research Approval _____ Date: _____

ESS Security Administrator: _____ Date: _____

Please send completed and signed form to: E-mail: sponprog2@kennesaw.edu or Office of Research, MD# 0111 Attn: Carolyn Elliott-Farino/Kelly Millsaps.