

# SmartGrant NEW USER FORM

## INSTRUCTIONS:

Fill out the information below and return the form to [sponprog2@kennesaw.edu](mailto:sponprog2@kennesaw.edu) or via Campus Mail, ATTN: Carolyn Elliott-Farino, Office of Research, MD 0111. You will be notified via email once your profile is completed.

## NEW USER INFORMATION:

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Net ID: \_\_\_\_\_

## SECURITY INFORMATION:

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

PI/Researcher

Department/College/Unit Administrator. If YES, provide 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

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

Proposals

Award Revisions

## ADMINISTRATIVE USE ONLY

Office of Research Approval: \_\_\_\_\_ Date: \_\_\_\_\_

ESS Security Administrator: \_\_\_\_\_ Date: \_\_\_\_\_