

This form is to be used to request two types of access changes in Huron Grants:

1. An individual needs to be added and/or removed as an Editor or Reader from a large amount (30+) of proposal and award records (most common when moving between departments)
2. An individual needs to be added and/or removed as a Department Approver

Once you have completed the form, send an email to [GRITServiceDesk@ucf.edu](mailto:GRITServiceDesk@ucf.edu) to request these updates and attach the completed form.

**Note:** For updates to individual proposal/award records, please contact an existing editor on the records to be added/removed.

For reference, below are the roles related to Huron Grants record access for Research Community Department Users:

- **Reader** – Access to read proposals and awards to which they are assigned. Assigned by department. If a user needs access to all departments in a college, they should “all” for the department question.
- **Editor** – Access to edit proposals or awards in certain states to which they are assigned. If a user needs access to all departments in a college, they should “all” for the department question.
- **Department Approver** – Requested by existing Department Admin or Dean. Has ability to review proposals in Department Review state for the departments for which they are assigned as an approver. If a user needs access to all departments in a college, they should “all” for the department question.
- **Global Grants Viewer** – Requires Associate Dean for Research approval. Provides read access to all Proposals and Awards in all colleges. For more information, see the “Global Viewer in HRS Grants Module SOP” on the Project Wahoo site (<https://wahoo.research.ucf.edu>).

For additional assistance, please reach out to [GRITServiceDesk@ucf.edu](mailto:GRITServiceDesk@ucf.edu).

Complete for each person for whom department updates should be made:

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department Change Requested:

If "Other" Describe: \_\_\_\_\_

For Department Role:

If other, Describe: \_\_\_\_\_

**Assigning To:**

College: \_\_\_\_\_

Department(s) "All" if change must be applied to all departments in a college:

\_\_\_\_\_

Access Type:

If "Other" Describe: \_\_\_\_\_

**Removing From:**

College: \_\_\_\_\_

Department(s) "All" if change must be applied to all departments in a college:

\_\_\_\_\_

Access Type:

If "Other" Describe: \_\_\_\_\_

**Submitted By:**

First and Last Name: \_\_\_\_\_ Date Requested: \_\_\_\_\_

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

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