# Request RP/Site Staff Allocation v1

Infrastructure Integration Roadmap Task

**Task Type(s)**: Coordination  
**Start by phase**: Any  
**Complete by phase**: Operations  
**RP role(s)**: PI and co-PI(s), Resource integration coordinator(s)

## Summary

RPs can request a site/staff allocation via ACCESS, to use for supporting and testing the ACCESS allocation workflow

## Prerequisite tasks

# None

## Support Information

For assistance with this task see the *Support Information* section in the *Integration Roadmap Description*.

## Detailed Instructions

To request a site/staff allocation for your site, follow the standard allocations request process (see below), noting in the “public overview” section of your submission that this is for a site/staff allocation.

* You will want to start on the [ACCESS Allocation website](https://allocations.access-ci.org/).
* Before submitting a request, you will want to start with the overview of the different ACCESS opportunities.
* Look across the menu bar in the middle of the page. Click on “Prepare requests”
* Within “Prepare requests,” click on “Overview.”
* Here you can look at all the different ACCESS opportunities and see which opportunity you would like to submit into.
* PLEASE READ THIS PAGE VERY CAREFULLY.
* The information on this page will let you know about the credit limits and any additional information about things needed in the submission.
* Now that you have decided which opportunity to submit into, you can now work on your submission.
* Look across the menu bar in the middle of the page. Click on “Manage allocations”
* Within “Manage allocations,” click on “Submit a Request.”
* You are now at the Available Opportunities Page.
* Look for the Opportunity (Explore, Discover, Accelerate, Maximize) you would like to submit into.
* Once you see that Opportunity, click on the button that says “SUBMIT AN (Opportunity) ACCESS REQUEST”

## Document Management

**Status**: Draft

**Official date**: <mm/dd/yyyy>

**Coordinators**: <name>, <ACCESS project>

**Last revised date**: <mm/dd/yyyy>

**Retired date**: <mm/dd/yyyy> or blank