



## Access Request Form

This is a request to:    Add New Access       Update Access       Remove All Access

**Part 1. Identification Information (please print clearly)**

Full Name: \_\_\_\_\_

University Extension: \_\_\_\_\_ Department: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ @ \_\_\_\_\_

Intramural Address: \_\_\_\_\_

Penn ID #: \_\_\_\_\_

I understand that access to PennERA is for my exclusive use and support of my work at the University of Pennsylvania. I understand that I am responsible for any work that is done within the PennERA application using my PennKey. I take full responsibility for maintaining the confidentiality of University information.

**Required Signatures**

Requestor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requestor's Supervisor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School/Center Access Administrator \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Trainer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Part 2. Proposal Development/Proposal Tracking Access Request (please include ORG(s) by number or Parent)**

<u>Add</u>	<u>Remove</u>	<u>ORG/ORG Parent</u>	<u>Access Level</u>		<u>Access Type</u>		
			View	Edit	PD	PT	Profile Admin
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 3. Human Subjects Management/Lab Animals Management Module Access Request (please include ORG(s) by number or Parent)

NOTE: This is not HS-ERA or ARIES access.

<u>Add</u>	<u>Remove</u>	<u>ORG /ORG Parent</u>	<u>Human Subjects</u>		<u>Lab Animals</u>	
			<u>View</u>	<u>Edit</u>	<u>View</u>	<u>Edit</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Required Signatures (ORA approval required for all HS/LA Access)**

Human Subjects Access Administrator: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Lab Animals Access Administrator: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

<p><b>Send Completed forms to:</b>                  PennERA Access Administrator                  Office of Research Services                  3451 Walnut St., 5th Floor                  Philadelphia, PA 19104-6205</p>	<p><b>To obtain forms:</b>                  Email: <a href="mailto:PennERAhelp@lists.upenn.edu">PennERAhelp@lists.upenn.edu</a>  <a href="https://www.pennera.upenn.edu/access.pdf">https://www.pennera.upenn.edu/access.pdf</a></p>
--	--