

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 cost centers)
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 cost center. If a user needs access to all cost centers in a division, they should answer “all” for the cost center question.
- **Editor** – Access to edit proposals or awards in certain states to which they are assigned. If a user needs access to all cost centers in a division, they should answer “all” for the cost center question.
- **Department Approver** – Requested by existing Department Admin or Dean. Has ability to review proposals in Department Review state for the cost centers for which they are assigned as an approver. If a user needs access to all cost centers in a division, they should answer “all” for the cost center question.
- **Global Grants Viewer** – Requires Associate Dean for Research approval. Provides read access to all Proposals and Awards in all divisions. 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 cost center updates should be made:

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

Cost Center Change Requested:

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

For Department Role:

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

**Assigning To:**

Division: \_\_\_\_\_

Cost Center(s) "All" if change must be applied to all cost centers in a division:

\_\_\_\_\_

Access Type:

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

**Removing From:**

Division: \_\_\_\_\_

Cost Center(s) "All" if change must be applied to all cost centers in a division:

\_\_\_\_\_

Access Type:

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

**Submitted By:**

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

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

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