

RF FINANCIAL DATA ACCESS REQUEST FOR SIRI  
RESEARCH FOUNDATION - UNIVERSITY at BUFFALO

New (If applicable, name of person you replaced: \_\_\_\_\_ )  Update

**USER INFORMATION SECTION** - Completion of all user areas is required

<b>Name (please print Last, First, MI):</b>	<b>Email Address:</b>
<b>Campus Mailing Address:</b>	<b>Phone:</b>
Room/Bldg: _____	Voice: _____
<input type="checkbox"/> North Campus <input type="checkbox"/> South Campus <input type="checkbox"/> Off Campus	Fax: _____
<b>Department:</b>	<b>Person Number:</b>
<b>Title:</b>	<b>UBIT Name:</b>

*The User's signature on this form is acknowledgement that they will safeguard the system assets assigned to them and prevent unauthorized use of The Research Foundation information and computer system.*

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

**ACCESS REQUEST SECTION** - Complete the area(s) that most concisely describe the information needed

Use second form for additional PI's, accounts, or organizations

**Complete to request access to all accounts assigned to a Project Investigator (PI):**

<b>Provide access for all accounts assigned to:</b>	<b>Provide access for all accounts assigned to:</b>
<b>PI Name:</b>	<b>PI Name:</b>
<b>Person Number:</b>	<b>Person Number:</b>

Principal Investigator(s) approval required

**& Complete to request access to specific accounts:**

List each account separately:

<b>Project</b> _____	<b>Task</b> _____	<b>Award</b> _____	<b>PI Name</b> _____
<b>Project</b> _____	<b>Task</b> _____	<b>Award</b> _____	<b>PI Name</b> _____
<b>Project</b> _____	<b>Task</b> _____	<b>Award</b> _____	<b>PI Name</b> _____
<b>Project</b> _____	<b>Task</b> _____	<b>Award</b> _____	<b>PI Name</b> _____

Principal Investigator(s) approval required

**& Complete to request access to all accounts assigned to an organization/department:**

Department     College     School

**Name of Organization:** \_\_\_\_\_

**List Entity Number(s):** \_\_\_\_\_

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Department     College     School

**Name of Organization:** \_\_\_\_\_

**List Entity Number(s):** \_\_\_\_\_

Department Head approval required

**General Dashboard(s):**     Account Management     Money     Procurement     Other \_\_\_\_\_

**\* Strategic Dashboard(s):**     Financial     Purchasing     Other \_\_\_\_\_    \* Limited access requiring add'l approval

*Principal Investigator(s) or Department Head must approve form. The Principal Investigator's/Department Head's approval of this form is authorization to add the user to the SIRI system and confirmation that the user requires this access to perform job duties. The approver will notify RF Security of the user's termination or transfer.*

\_\_\_\_\_  
Principal Investigator Authorization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Investigator Authorization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Investigator/Department Head Authorization (for organizational access)

\_\_\_\_\_  
Date

**CAMPUS SECURITY SECTION** - To be completed by Security Staff

<b>Entry Date:</b>	<b>Security Contact's Signature:</b>	<b>Processed By:</b>	<b>Notified:</b>
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**Forward completed form to 420 Crofts Hall, North Campus, Attn: RF Security**

## Form Instructions

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- Security access must be requested for each individual user.
- RF Data access passwords should be treated as securely as the data.
- The Department Head and/or Project Investigator's approval is confirmation that the user requires access to the authorized RF data to perform their job duties. The approver agrees to monitor their staff's requirements for access to the RF data and to notify RF Security when an employee leaves the campus, department, or has a change in duties such that they no longer require access. Notification emails should be sent to: [piai@business.buffalo.edu](mailto:piai@business.buffalo.edu).

### **Form Instructions**

- **User Information Section**
  - Completion of all areas in this section is required.
    - ❖ Users located off campus should enter their mailing address in the 'Room/Bldg' blank and check the 'Off Campus' box.
    - ❖ Note that all University employees are assigned a UBit name when they are hired. Users that do not know their UBit name can look up their ID through CIT's UBit name webpage located at: [www.cit.buffalo.edu/ubitname/](http://www.cit.buffalo.edu/ubitname/).
- **Access Request Section**
  - Completion of one or more area's may be needed to fully specify all the data a user will need access to in order to perform their job duties. Only complete the areas necessary to concisely describe the data access needed.
    - ❖ Departmental staff needing access to all RF accounts within an organization or department should complete the lower area labeled 'Complete to request access to all accounts assigned to an organization/department.' Department Head approval is required to obtain this type of access.
    - ❖ Principal Investigators (PI's) and their support staff that need access to all RF accounts assigned to one (or more) PI should complete the upper area labeled 'Complete to request access to all accounts assigned to a Project Investigator.' The PI's approval is required to obtain this type of access.
    - ❖ When neither of the above access types are desired or fully cover the needed RF account access, then complete the middle area labeled 'Complete to request access to specific accounts.' Each account's PI must give their approval before this access can be granted.
- Form questions may be emailed to [piai@business.buffalo.edu](mailto:piai@business.buffalo.edu). Please specify SIRI form.
- Completed form, first page only, should be mailed to RF Security at 420 Crofts Hall, North Campus or faxed to 645-3701.

**This page is to be retained by the PI or User -  
Forward only first page to RF Security**