Michigan Tech

Cayuse Access Request Form

REQUIRED FIELD
All Active Faculty & Staff are automatically provided basic SP-User Cayuse access (access to create proposals & tasks; details in roles below are the additional access those roles provide the user).

Type of request*   New (Initial Request)   Change (Updates)

Name*   User ID*   @mtu.edu

Title*   Office Phone*

Employee Dept*:

For department / unit / center / Institute based access, list departments to have access to:

Access same as:

SP Proposal Viewer - View proposals, dept/unit based access

SP Proposal Reviewer – View proposals, add / edit notes, add attachments, approve proposals associated proposals with dept/units within Research Team, dept/unit based access

SP Award Viewer – View awards, dept/unit based access

SP Award Reviewer – View awards, add/edit notes, add attachments, dept/unit based access

Cayuse 424 Base User – Proposal creation for system-to-system submissions

Cayuse 424 Read Only reviewer – Read / view proposals

Access privileges are issued to employees with the understanding that they will use the information thus obtained thereby only in the conduct of their official Michigan Tech duties and that no information will be disclosed to other persons who do not have a need to know.

Information viewable in Cayuse may be highly sensitive and unauthorized sharing of such information can have severe consequences, including loss of funding and security risks. Abuse or misuse of access privileges is employee misconduct any may be subject to discipline up to and including termination.

I certify that I understand my responsibilities as an authorized user of the research and finance information. I am responsible for the use and interpretation of the information.

Applicant Signature   Date

Supervisor's Name (Printed):

Supervisor's Signature:

Office Use ONLY: Sponsored Operations

Approval:

Send completed request forms to soo-l@mtu.edu