InfoEd Access Request Form - Edit and View

This form is to request edit and view access to InfoEd eRap modules, Proposal Development (Research Funding Checklist), Proposal Tracking (PT), and Human Subjects (eSubmissions). This OSR-feed database tracks information pertaining to research grant and contracts. It houses electronic copies of proposals, award letters, agreements, OSR Checklists and all other pertinent information related to the file. For successful applications, it records the award parameters: project period, amounts awarded, status of Fund opening and release of annual budget installments, and a summary of Sponsor Terms and Conditions. It also records linked human and animal ethics certificates if applicable. From InfoEd and its data warehouse, reports can be generated on various aspects of application and award information – *e.g.* grants applied for and awarded; research funds awarded in a given time frame; level of research activity in a department; etc.

Name (last, first)		McGill ID	
Title			
Department(s)			
Telephone		Email	

Reason for this request:

Type the Academic Department you need access:

I understand and agree that I will use my InfoEd access for legitimate administrative use only, and will use it in compliance with the **Code of Conduct for Users of McGill Computing Facilities.** *(For details: https://www.mcgill.ca/secretariat/files/secretariat/Responsible-Use-of-McGill-IT-Policy-on-the.pdf). I will not share my access with others and I understand that misuse may result in disciplinary action being taken by the University against me. I understand that the information in the InfoEd database will be treated as confidential. I will not disclose any information that should not be publicly disseminated without the explicit approval from the Office of Sponsored Research.*

Requestor's Signature		Date	

Approval by Unit

Name of Supervisor		
Title		
Signature		Date	

Submit completed request form via email to Jeffrey Zhu. The requestor will receive email notification within 5 business days when access has been granted. Training on running reports of the data warehouse is available upon request to Janie Kwan, Director, Research Information Systems and Reporting, OSR.

Approval by OVPRI (Internal use only)

Janie Kwan *Director, Research Information Systems and Reporting*	Date	Jeffrey Zhu Software Support & Data Administrator	Date