

UAccess Research Proposal Provisioning

The following two (2) methods illustrate how to determine who is provisioned with what UAccess Research proposal approval roles for a selected college or department. Use the Access Provisioning Tool (APT) to make changes.

Method 1: UAccess Research Lookup

- 1) Log in to UAccess Research and navigate to the Maintenance tab.
- 2) Click the “Unit Administrator” link in the Shared group.

UAccess Research
Logged in User:mundts [logout](#)

RESEARCHER UNIT CENTRAL ADMIN **MAINTENANCE** SYSTEM ADMIN

[action list](#)
[doc search](#)
[analytics](#)

MESSAGE OF THE DAY No messages today.

Shared

- [Activity Type](#)
- [Address Book](#)
- [Appointment Type](#)
- [Argument Value Lookup](#)
- [Budget Category](#)
- [Budget Category Mapping](#)
- [Budget Category Maps](#)
- [Budget Category Type](#)
- [Citizenship Type](#)
- [Comment Type](#)
- [Contact Type](#)
- [Contact Usage](#)
- [Cost Sharing Type](#)
- [Custom Attribute](#)
- [Custom Attribute Document](#)
- [F&A Rate Types](#)
- [Institute La Rate](#)
- [Institute Rate](#)
- [Investigator Credit Type](#)
- [Keywords](#)
- [Notice of Opportunity](#)
- [Notifications](#)
- [Notification Module Roles](#)
- [NSF Science Code](#)
- [Object Code](#)
- [Organization](#)
- [Organization Type List](#)
- [Person Document Type](#)
- [Proposal Type](#)
- [Rate Class](#)
- [Rate Class Type](#)
- [Rate Class Exclusion](#)
- [Rate Class Inclusion](#)
- [Rate Type](#)
- [Formulated Type](#)
- [Unit Formulated Cost](#)
- [Question](#)
- [Questionnaire](#)
- [S2S Form to Questionnaire](#)
- [Question Category](#)
- [Question Type](#)
- [Special Review Approval Status](#)
- [Special Review Type](#)
- [Special Review Usage](#)
- [Training Stipend Rate](#)
- [Valid Special Review Approval](#)
- [Valid Calculation Type](#)
- [Valid Cost Element Job Code](#)
- [Valid Cost Element Rate Type](#)
- [Unit Administrator](#)**
- [Unit Administrator Create Global](#)
- [Unit Administrator Delete Global](#)
- [Unit Administrator Type](#)
- [Yes/No Questions](#)
- [Watermark](#)
- [Person Signature](#)
- [Person Signature Modules](#)

Proposals

- [Abstract Type](#)
- [Budget Categories](#)
- [Budget Status](#)
- [Mail Type](#)
- [Object Code](#)
- [Deadline Type](#)
- [Degree Type](#)
- [IP Review Activity Type](#)
- [IP Review Requirement Type](#)
- [IP Review Result Type](#)
- [Job Code](#)
- [Location Type](#)
- [Mail By](#)
- [Narrative Status](#)
- [Narrative Types](#)
- [Person Document Type](#)
- [Person Table Editable Columns](#)
- [Proposal Dev Editable Columns](#)
- [Proposal Development Status](#)
- [Rate Class](#)
- [Rate Type](#)
- [Rate Class Exclusion](#)
- [Rate Class Inclusion](#)
- [S2S Submission Type](#)
- [S2S Revision Type](#)
- [S2S Providers](#)
- [Training Stipend Rate](#)
- [Valid Calculation Type](#)
- [Valid Cost Element Rate Type](#)
- [Valid Narrative Form](#)
- [Institutional Proposal Status](#)
- [Proposal Log Status](#)
- [Proposal Log Type](#)
- [To Be Named Person](#)
- [Budget Editable Columns](#)

Awards

- [Account Type](#)
- [Attachment Type](#)
- [Award Status](#)
- [Award Type](#)
- [Basis of Payment](#)
- [Valid Award Basis of Payment](#)
- [Valid Class Report Frequency](#)
- [Valid Frequency Base](#)
- [Valid Basis and Method of Payment](#)
- [Frequency](#)
- [Frequency Base](#)
- [Method of Payment](#)
- [OSP File Copy](#)
- [Report](#)
- [Report Class](#)
- [Report Status](#)
- [Sponsor Template](#)
- [Sponsor Terms](#)
- [Award Transaction Type](#)

Compliance - Conflict of Interest

- [COI Attachment Type](#)
- [COI Disclosure Status](#)
- [COI Disposition Status](#)
- [COI Committee Role Type](#)
- [COI Disclosure Event Type](#)
- [COI Note Type](#)
- [COI Review Type](#)
- [COI Reviewer](#)
- [COI Status](#)
- [Entity Relationship Type](#)
- [Entity Status](#)
- [Entity Data Groups](#)
- [Entity Data Matrix](#)
- [COI Review Status](#)
- [COI Recommended Action Type](#)

Compliance - Shared

- [Attachments Entry Type](#)
- [Committee Decision Motion Type](#)
- [Committee Membership Type](#)
- [Committee Type](#)
- [Exemption Type](#)
- [Funding Source Type](#)
- [Membership Role](#)
- [Minute Entry Type](#)
- [Scheduled Other Action Type](#)
- [Schedule Status](#)

Compliance - IRB

- [Batch Correspondence](#)
- [Correspondence Generated](#)
- [Correspondence Template](#)
- [Correspondence Type](#)
- [Correspondent Type](#)
- [Exempt Studies CheckList](#)
- [Expedited Review CheckList](#)
- [Organization Correspondent](#)
- [Participant Type](#)
- [Protocol Action Notification Template](#)
- [Protocol Action Type](#)
- [Protocol Affiliation Type](#)
- [Protocol Attachment Group](#)
- [Protocol Attachment Status](#)
- [Protocol Attachment Type](#)
- [Protocol Attachment Type Group](#)
- [Protocol Contingency](#)
- [Protocol Follow-up Actions](#)
- [Protocol Person Role](#)
- [Protocol Online Review Determination Recommendation Codes](#)
- [Protocol Online Review Status Codes](#)
- [Protocol Organization Type](#)
- [Protocol Review Type](#)
- [Protocol Reviewer Type](#)
- [Protocol Status](#)
- [Protocol Type](#)
- [Reference Type](#)
- [Risk Level](#)
- [Submission Status](#)

Miscellaneous

- [Classroom Report Type](#)

Negotiations

Step 2

UAccess Research Proposal Provisioning

- 3) Enter search criteria as described below and then click the 'search' button to display results.
- a) Unit Number: You may search for one unit at a time or use wildcards (* or %) to narrow search results.
 - i) Departments are identified with a numerical code. 0750 = Dept of Emergency Medicine
 - ii) Colleges are denoted by an alphabetic code. MDPX = College of Medicine – Phoenix
 - b) Unit Administrator Type Code: As of December, 2015, there are only 2 Unit Administrator Types in use and they both have to do with proposal unit approvers. Leaving this filter blank will return results for both types.
 - i) 17 = LeadUnitPre-Approver Type

Lead Unit Pre-Approver

Approve Proposals - Lead Unit Level: Allows access to approve proposals at the Lead Department Pre-Approval level. Department proposal owner reviews for quality assurance before other approvers.

This is an administrative review that allows a Lead Unit *proposal owner* an opportunity to:

- monitor routing progress and prompt approvers as needed to meet deadlines
- review proposal quality before others approve
- check for major administrative errors to avoid re-routing
- double check key content and advance arrangements between departments or colleges to avoid re-routing

- ii) 16 = UnitHierarchyRoutingApproverType

Department Approvers

Approve Proposals - Department Level: Allows access to approve proposals at the Department Level

Department Head agrees:

- PI is capable of carrying out the proposed project
- Department responsibilities will be adjusted so investigators can commit required project effort
- Department will manage award funds in compliance with UA and sponsor policies
- Cost sharing and/or proposed Facilities & Administrative needs will be provided
- Space and facilities are or will be available
- Project is consistent with the mission of the department, the college, and the University

UAccess Research
Logged in User:mundts [logout](#)

RESEARCHER UNIT CENTRAL ADMIN MAINTENANCE SYSTEM ADMIN
[action list](#) [doc search](#) [analytics](#)

Unit Administrator Lookup [?](#) [create new](#) [Main](#)

* required field

KC Person:
Unit Administrator Type Code:
Unit Number:

Step 3: search criteria

^hide

6 items retrieved, displaying all items. Step 4

	KcPerson Full Name	Description	Unit Number
delete	Maria L Puig	LeadUnitPre-Approver Type	2001
delete	Maria L Puig	UnitHierarchyRoutingApproverType	2001
delete	Martha L Sesteaga	LeadUnitPre-Approver Type	2001
delete	Martha L Sesteaga	UnitHierarchyRoutingApproverType	2001
delete	Laura L Ross	UnitHierarchyRoutingApproverType	2001
delete	Laura L Ross	LeadUnitPre-Approver Type	2001

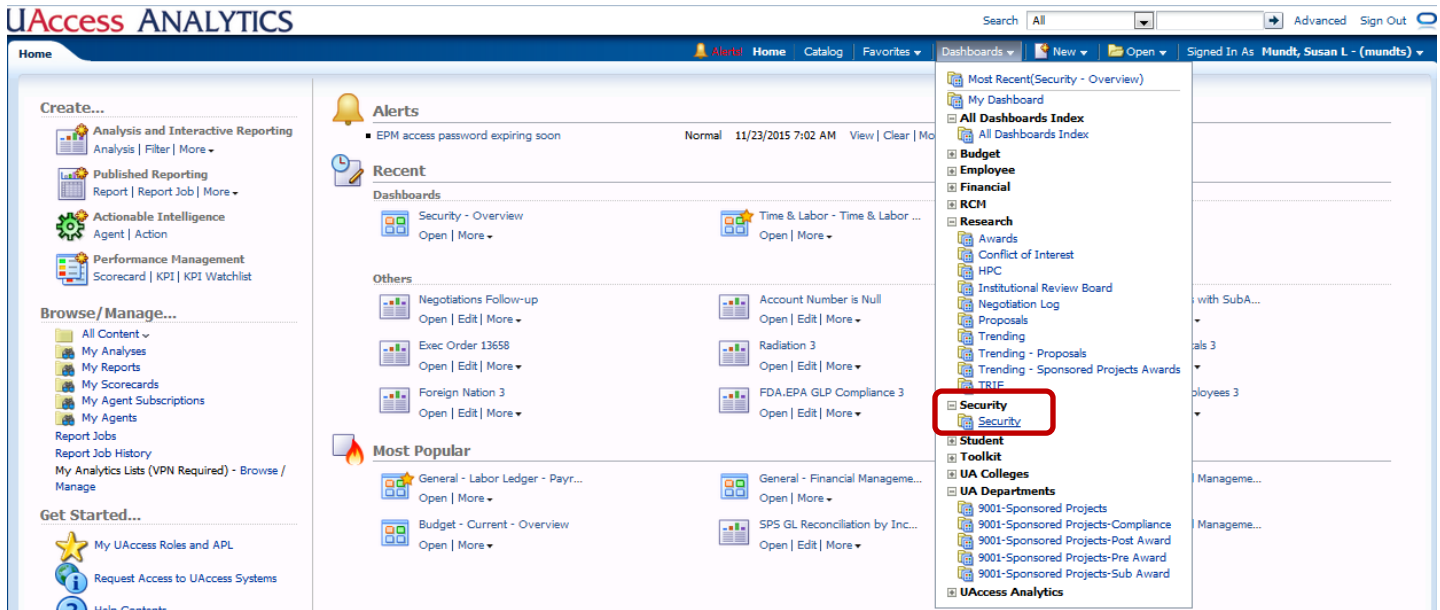
Export options: [CSV](#) | [spreadsheet](#) | [XML](#) Step 5

- 4) Sort results in ascending or descending order by clicking underlined column headings.
- 5) Export lookup results to a spreadsheet or other available format using the links below the results display.

UAccess Research Proposal Provisioning

Method 2: Analytics Security Dashboard for All Roles

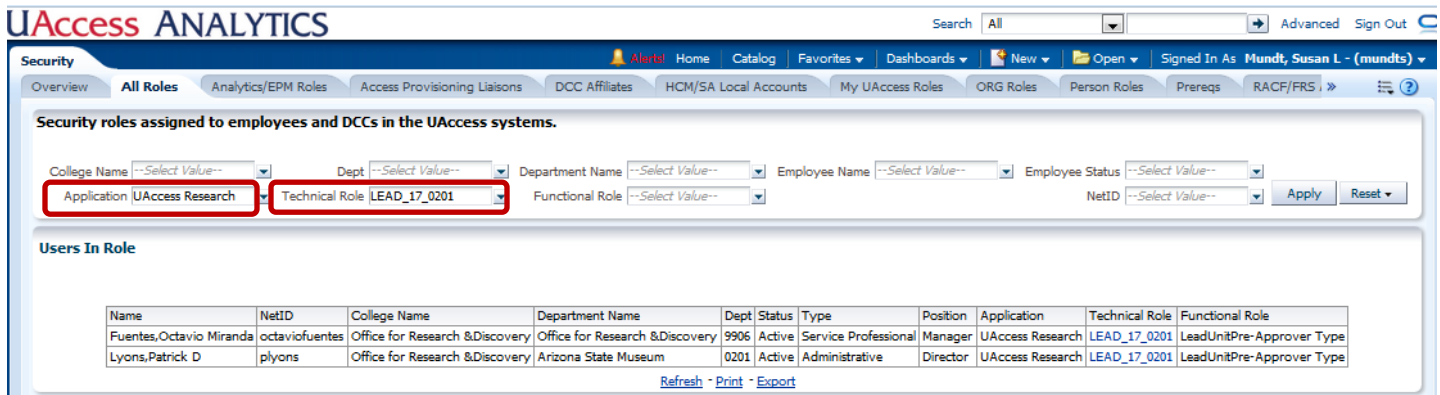
1) Anyone with a NetID may log in to UAccess Analytics and navigate to the dashboards for Security.



2) Click on the “All Roles” dashboard tab and ‘apply’ the following filters as needed:

- a) Application = UAccess Research
- b) Technical Role starts with “LEAD_17_” for the Lead Unit Pre-Approver role

Technical Role starts with... (Technical Role ends with the unit number)	Functional Role
LEAD_17_	LeadUnitPre-Approver Type
UNIT_16_	UnitHierarchyRoutingApproverType



UAccess Research Proposal Provisioning

EAST (Enterprise Applications Security Team) provides another campus dashboard to identify NetID+ enrollment.

Analytics Security Dashboard for Prereqs

This dashboard displays NetID+ enrollment for your department personnel

NetID+ column values	Meaning
-	NetID+ is not set up for this user
N	NetID+ has been set up for this user and will be used by applications if it is required
Y	NetID+ has been set up for this user and will be used with <u>all</u> UA applications when not on a UA network

UAccess ANALYTICS
Search All
Advanced Sign Out

Security
Alerts Home Catalog Favorites Dashboards New Open Signed In As Mundt, Susan L - (mundt)

Overview All Roles Analytics/EPM Roles Access Provisioning Liaisons DCC Affiliates HCM/SA Local Accounts My UAccess Roles ORG Roles Person Roles **Prereqs** RACF/FRS Audit Time Approv

User Access Agreement, Elevated Privilege Agreement, Security Awareness, FERPA training completion dates, and NetID+ status for current and former employees and DCCs.

Role counts do not include student self-service, employee self-service, or employee time reporter roles. They do include instructor self-service roles.

NetID
--Select Value--

EmplID
--Select Value--

Name
--Select Value--

College
--Select Value--

Dept ID
9001

Department
--Select Value--

Status
--Select Value--

User Access Agreement
--Select Value--

Elevated Privilege Agreement
--Select Value--

FERPA
--Select Value--

FLSA
--Select Value--

NetID+ (*)
--Select Value--

Source System
UAccess Research

↓

* NetID+ values: "-" means not set up, "N" means set up, "Y" means set up and globally enabled.

Enter portions of prompted fields to search. Searches are case insensitive.

Prerequisites

NetID	EmplID	Name	College	Dept ID	Department	Status	Email	User Access Agreement	Elevated Privilege Agreement	FERPA	FLSA	NetID+ (*)	Number of Roles UAccess Research
adtaylor	23181653	Taylor, Ashley Dawn	Office for Research & Discovery	9001	Sponsored Projects Services	Active	adtaylor@email.arizona.edu	10/30/2012	12/2/2015	11/7/2012		N	2
aharte	16209240	Harte, Aidan G	Office for Research & Discovery	9001	Sponsored Projects Services	Terminated	aharte@email.arizona.edu	4/1/2010	9/5/2013	11/9/2011		-	1
alisonharte	22058269	Harte, Allison M	Office for Research & Discovery	9001	Sponsored Projects Services	Active	alisonharte@email.arizona.edu	6/30/2015	7/23/2015			Y	4