

**PROPOSAL DEVELOPMENT SYSTEM (PDS)  
SECURITY AUTHORIZATION/REQUEST FOR DELETION**

Return completed forms to Systems and Procedures, Campus Box 1110, or fax to 935-8619.

**Part A. Requester Information**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Box: \_\_\_\_\_

Dept Name: \_\_\_\_\_ Dept. No: \_\_\_\_\_

Please select reason for request:     New     Change     Addition     Deletion

**Part B. Functional Access**

Put a check mark in the "Need" column to designate the one function that you require in the performance of your job. Please read the descriptions thoroughly since this will determine the menu options the user will receive.

Need	Role Description	Access Description
	Department Administrator – basic functions entry and inquiry	Based on security this role allows the user to prepare Budget Information and Compliance data, enter proposal approvals and complete required forms. The user will additionally be able to inquire on proposals and Program Project Summary along with review of the Sponsor Master, FICA Rate, Fringe Benefit Rates, Job codes, Project Roles and Document Types tables.
	Department Administrator – inquiry only	Allows the user to <b>only inquire</b> on proposals, Program Project Summary and review the following tables - Sponsor Master, FICA Rate, Fringe Benefit Rates, Project Roles, Job Codes and Document Types.  <u>Note:</u> NO UPDATE ABILITY IS GIVEN WITH THIS OPTION.
<b>These 2 roles work in conjunction with the above roles - Check <u>one</u> if applicable</b>		
	Department Master Update	Allows the user to update the department information in the Department Master.  <u>Note:</u> This role may be given in addition to one of the Department Administrator roles above.
	Department Master Inquiry only	Allows the user to <b>inquire</b> on department information entered in Department Master.  <u>Note:</u> This role may be given in addition to one of the Department Administrator Role.

Additional Roles are on next page.

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Additional Roles (B. Functional Access continued)

<b>Need</b>	<b>Role Description</b>	<b>Access Description</b>
	Department/Division Administrator with Budget Summary <b>Inquiry Only</b>	Allows the user to <b>maintain</b> proposals and <b>review</b> the following tables – Sponsor Master, FICA Rate, Fringe Benefit Rates, Job Codes, Project Roles and Document Types. Additionally, the user will be able to complete the required forms.
	Attachment Access only	Allows the user to attach and review documents that have been attached to a particular proposal.
	Attachments and Inquiry to Budget Summary	Allows the user to view the Direct Cost and Indirect Cost Summary pages and attach or review documents that have been attached to a specified proposal.
	Attachments only and Inquiry to all forms <b>Except</b> the Budget	Gives the user access to attachments and ALL other required or optional forms EXCEPT budget information.
	Attachments and Inquiry Only to the Budget Summary	Gives the user access to attachments and the Budget Direct Cost and Indirect Cost Summary Pages along with required or optional forms
	Submit grant application	Gives the user the ability to submit a grant application to grants.gov.

Go to the next page to complete this form.

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**Part C. Department Approval Level and Access**

This page determines the approval level for the user along with the department(s) the user will have access for. Complete the fields in the table below with the appropriate value.

<b>Field</b>	<b>Description</b>
<b>Access Type</b>	This determines the type of department approval the user will have. Valid values are:  <b>I</b> = Inquiry Access only <b>U</b> = Inquiry and update access <b>A</b> = Inquiry, update and approval
<b>Access Level</b>	This determines the approval level the user will have. Valid values are:  <b>00</b> = Entry level and approval <b>76</b> = Divisional Manager <b>77</b> = Divisional Manager <b>79</b> = Divisional Manager <b>88</b> = Department Manager <b>99</b> = Vice Chancellor
<b>From/Thru Dept</b>	Complete these fields with a single department or a department range.
<b>From/Thru Division</b>	If applicable complete these fields with the appropriate divisions.
<b>From/To Security Code</b>	If applicable enter the security codes in the From and To field. Security codes are optional and are assigned by departments. Security codes limit access to proposal of grants for a specific Principal Investigator or range of Principal Investigators.

Complete the 'From Dept' and 'Thru Dept' fields with a single department or a department range. If applicable complete the 'From Division' and 'Thru Division' with the appropriate divisions.

<b>Access Type</b>	<b>Access Level</b>	<b>From Dept</b>	<b>Thru Dept</b>	<b>From Division</b>	<b>Thru Division</b>	<b>From Security Code</b>	<b>To Security Code</b>

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**Part D. Personnel Access**

This page determines the salary information that the user will have access to in Grants Budgeting. The table below the screen print defines the fields that will need to be completed by the department for the user to have salary access in Grants Budgeting.

Note: If this page is complete, this form will additionally require a Human Resources signature.

<b>Field</b>	<b>Description</b>
From/Thru Dept	Complete these fields with a <u>single</u> department or a department range.
From/Thru Division	If applicable, complete this with the division department. A single division or a division range can be entered.
Proc Acads	Check this box if the user is allowed to view salary information for academics.
Proc Staff	Check this box if the user is allowed to view salary information for staff
Proc Studs	Check this box if the user is allowed to view salary information for students
Monthly Payroll	Check this box if the user is allowed to view salaries for those employees that are paid on the monthly payroll
BI-wkly Payroll	Check this box if the user is allowed to view salaries for those employees that are paid on the monthly payroll.

**The first line in the columns below is an example.** The user will have salary access for those employees in department 3033 and division 3033. The person can see the salary information for Academics, Staff and Students and will be see anyone paid on either the Monthly or Biweekly payroll.

<b>From Dept</b>	<b>Thru Dept</b>	<b>From Division</b>	<b>Thru Division</b>	<b>Proc Acads</b>	<b>Proc Staff</b>	<b>Proc Studs</b>	<b>Monthly Payroll</b>	<b>BI-Wkly Payroll</b>
003033	003033	003033	003033	X	X	X	X	X

Grants Budgeting class dates and times can be found at the website address: <http://fishhelp.wustl.edu>.

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**Part E. Department Approval**

I certify that the above named individual requires the specified access to the Proposal Development System (PDS) at Washington University and that such access is appropriate in the conduct of their job responsibilities.

Dept Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Medical School - Grants & Contracts  
Authorized Official \_\_\_\_\_ Date \_\_\_\_\_

Lora M Lanczkowski  
Hilltop Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Tammy M DeBeaux  
Medical School Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Security Officer  
Systems & Procedures \_\_\_\_\_ Date \_\_\_\_\_

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**Part F. Requester Security and Privacy Statement**

I certify that my position at Washington University requires access to the requested system as stated on this Security Authorization form. I acknowledge that my access is strictly for business use and any non-business use may be subject to disciplinary action. I further acknowledge that I have read and will comply with the following University policies:

Information Security Policy, located at <http://www.wustl.edu/policies/infosecurity.html>,  
Computer Use Policy, located at <http://www.wustl.edu/policies/compolicy.html>,  
Guide to Legal and Ethical Use of Software, located at [http://www.wustl.edu/policies/use\\_sw.html](http://www.wustl.edu/policies/use_sw.html),  
Student Records Policy, located at <http://aisweb.wustl.edu/registrar/ferpa.nsf/pages/ferpa>.

To ensure the privacy and security of University data, I will:

- Access, distribute and share all University data only as needed to conduct campus business as required by my job.
- Respect the confidentiality and privacy of individuals whose data I access.
- Observe any ethical restrictions that apply to data to which I have access.
- Immediately report to my supervisor any and all security breaches.
- Comply with all department and campus IT and business process security policies and procedures, including proper and timely destruction of documents and/or files containing sensitive data.
- Protect and secure data on portable devices; e.g., laptops, thumb drives, CDs.
- Change my password on a periodic basis, as required.
- Contact the appropriate personnel to have my access revoked upon transfer to another department within the University or termination of my employment with the University.

I will not:

- Discuss verbally or distribute in electronic or printed form University data except as needed to conduct University business as required by my position.
- Knowingly falsely identify myself.
- Gain or attempt to gain unauthorized access to University data or computing systems.
- Share my user ID(s) and password(s) with anyone nor use anyone else's user ID(s) or password(s) without departmental review.
- Leave my workstation unattended or unsecured while logged-in to critical functions or sensitive information.
- Use or allow other persons to use University data or software for personal gain
- Make unauthorized copies of University data or software.
- Engage in any activity that could compromise the security or confidentiality of University information services.
- Place data or programs on University computers which are not required for my job function. All data and programs must be ones for which the University has the right for use by law or license.

I have read and agree to comply with the terms and conditions stated above. I further understand that a breach of this agreement may be grounds for immediate dismissal and may also result in referral for civil or criminal legal action. Should my affiliation with the University change or terminate, these prohibitions remain in effect.

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have questions about any of these terms and conditions, contact your school, department, or unit system manager, or call Systems and Procedures at 314-935-5707.

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