

Request for Departmental Administrator Access to Other Support Tool

This form is for use by **Deans and/or Department Chairs** to request access for key research administrators in their department for the purpose of preparation and review of Other Support and Current and Pending Support forms prior to submission to OCGA.

The UC Contract and Grant Manual treats unfunded and pending proposals as confidential to the Principal Investigator and the academic unit that endorsed the proposal on behalf of the PI. We request that you hold these data closely, make it available only to those who need to know it for the department purposes, and caution users to protect it from further disclosure in order to protect our PIs. In no circumstances should this be shared publicly or posted for broad availability. Per the UC Contract and Grant Manual: "Disclosure of unfunded proposals might jeopardize favorable action on the proposal because other institutions or individuals might discover and use unique or innovative ideas ... and acquire unfair competitive advantages, thus threatening the success of the University proposal."

Due to the sensitive nature of the proposal data within these reports, access for administrators would be limited to investigators within your department and would be controlled using UCLA single-sign-on.

Requester Name:

Requester Title:

I have reviewed and understand the information, above, regarding sensitivity of proposal information, and request access for the individuals listed:

Name	Working Title	Email	FS/Dept Code(s)
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Email the completed form to linda.phung@research.ucla.edu