IOWA STATE UNIVERSITY

Office of Sponsored Programs Administration

Request Change to ISU Unit Administrator Table

The KC Unit Administrator Table is used to determine which individuals have access to KC Award Viewer for a specific unit (e.g. department or center). The Unit Administrator Table also populates the Unit Administrator List, which is a directory for campus to use in order to determine who can be contacted regarding a sponsored project proposal or award in each unit. Please use this form to request individual access be added or removed for a unit. Access can be granted without permission for a Department Chair, Center Director, Dean, or RRC fiscal officer. All others requesting access must receive permission from the unit head (Chair, Director or Dean) or RRC fiscal officer.

Unit(s) to be changed:		
If unit ha	s multiple parent units (RRCs) pleas	e update all units
Individual(s) to be added: _		
NetID:		
Check Appropriate Role:	Grant Coordinator	
	ISD Grants Finance Specialist	
	Department Head	
	RRC	
Individual(s) to be removed	d:	
NetID:		
Check Appropriate Role:	Grant Coordinator	
	ISD Grants Finance Specialist	
	Department Head	
	RRC	
Endorsed by :		_Date:
Printed Name:		_

Please return completed form to ospa-proposals@iastate.edu. Questions regarding the completion of this form can be directed to OSPA, (515)294-5225.