

## Instructions for filling out the IRES Departmental User Access Request Form

This form should be completed by Departments requesting access to receive communications regarding their department's pre-award data and/or external interests (conflict of interest) information. Please use this form to identify the following:

1. **Staff to be assigned the Department Admin II role in order to receive communications regarding pre-award information.** Staff in this role will receive communications directly from the IRES Proposal Tracking pre-award application. Please indicate the orgs to which the user should have access.
2. **Staff who should have the ability to run reports containing pre-award data and/or external interests (COI) data.** If the person requesting access already has access to the data warehouse, their access will be created using their existing financial orgs access. If they have no data warehouse access now, please indicate the orgs to which they should have access.

A brief description of both the reports and communications/alerts is illustrated on the form.

Once the form is completed and approved, please email to [oracle.access@yale.edu](mailto:oracle.access@yale.edu).

If you have any questions, please email [ires@yale.edu](mailto:ires@yale.edu).