PennState

Office of Research Information Systems
The Pennsylvania State University
105, The 330 Building
University Park, PA 16802

SIMS User Account Request

Please complete and submit to SIMSaccounts@psu.edu. Email request must be received from Administrator Approval. Request will be handled within two (2) business days.

System Account Access

Select which system (check all that apply): ☐ SIMSbudgets/IAF   ☐ SIMSreports

User Information

PSU Access Account ID (abc12): _____

Name: _____
    Last   *First*   *College/Unit*

Select access level.

SIMSbudgets/IAF   SIMSreports

☐ College level OR ☐ Department level   ☐ College level OR ☐ Department level

If department selected, please specify:

Access to Features

Indicate access to which feature (check all that apply)   Central Administration Accounts ONLY

☐ Cayuse (SIMSbudgets)   ☐ Document Manager Upload

☐ Negotiation Manager (SIMSreports)   ☐ Delete Documents

☐ View Images (SIMSreports)   ☐ Remove from Contract File, Dead Doc, Closeout

☐ Other – Please specify   ☐ Processor OR ☐ Negotiator

Approvals

Administrator: _____
    Last   *First*   *PSU Access Account ID*

Other Approval(s): _____

The table below summarizes the types of users and the associated Administrator who must approve user account access.

User	Administrator Approval
General User in College/Department	College Research Administrator
College Research Administrator	College Research Dean
Office of Vice President for Research	Director, Office of Sponsored Programs
Central Administration Office (OSP, COM, ARL, EOC)	Director
Financial Officers	Assistant Controller
Assistant FO	Assistant Controller or the Financial Officer
Full Reporting Access	Request from College Research Dean to Director of OSP for Approval
Corporate and Foundation Relations	Director
Office of Research Accounting	Director
Users other than listed above	Director, Office of Sponsored Programs