

## WMU's ecrt Access Request Form

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Instructions: Please complete the form below for ecrt access and return the completed form to [wmu-ecrt@wmich.edu](mailto:wmu-ecrt@wmich.edu).

Effective Date (Start Date) for ecrt Access: \_\_\_\_\_

Access Request For: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Current ecrt Access: Primary Dept Coordinator

Grants Manager

Secondary Dept Coordinator

Other (View)

Role Requested: Primary Dept Coordinator (Dept Process Access)

Grants Manager

Secondary Dept Coordinator (Dept. Inquiry Access)

Other (View)

Type of Request:    Add Access            Delete Access            If Primary Dept Coordinator a new dept coordinator needs to be assigned.

Access Area: HR Department \_\_\_\_\_ **(ability to view all all funds)**

Training Confirmation: **(to be completed by Grants and Contracts)**

Required Training for PI's and Dept Coordinator's Completion Date: \_\_\_\_\_

**User certification:** I understand that all data viewed, or retrieved via a University data system is only for the use of university faculty and staff in usual conduct of the work of the university. By signing this request form you agree to abide by the policies of the University as outlined in the following link: <http://wmich.edu/sites/default/files/attachments/u218/2013/administrative-data-systems-policy.pdf>.

Requestor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approver's Name: \_\_\_\_\_

Approver's Title: \_\_\_\_\_

Approver's Department: \_\_\_\_\_

Approver's Phone Number: \_\_\_\_\_

Approver's Email: \_\_\_\_\_

Note: By signing this document, I understand that I am granting the individual above ecrt access, which will allow him/her to review payroll and/or other related information within the ecrt system.

Approver's Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Grants and Contracts Use only: Processed By G&C Team Member: \_\_\_\_\_ Process Date: \_\_\_\_\_ Added ecrt: \_\_\_\_\_

## Western Michigan University ecrt Roles

**Primary Department Coordinator** is responsible for pre-reviewing all sponsored project statements in their Department(s) on a semester basis. The individual assigned to this role should have knowledge of the grants and contracts in their department. The primary department coordinator will only have access to their assigned HR department(s). Both sponsored and non-sponsored project information can be viewed in ecrt.

**Secondary Department Coordinator** same permissions as the Primary Department Coordinator. Can serve as a backup or alternate pre-reviewer.

**Principal Investigator** is responsible for confirming the salaries on a specific sponsored project statement after the primary department coordinator pre-reviews the project statement. This role is automatically assigned from PeopleSoft.

**Other Grant Manager** person assigned to manage a specific project or projects. The Grants Manager is able to pre-review a project and has limited access to reports.

**Other (View)** this role is for those who would like to view data and run reports.