

**Form 1315 FR.02 – Instructions  
Effort Reporting System Access Request**

Date: 5/8/12

**Overview**

The Effort Reporting System Access Request form is used to request or modify access to the Effort Reporting System (ERS). This form is submitted to the Effort Reporting Central Administrator, Office of Grant and Contract Financial Administration, for approval. Access should not be assigned without proper authorization.

<b>Form Field</b>	<b>Description</b>
Employee Name	Name of the employee requesting access to ERS
Home Organization	Identify the employee's home organization.
Phone #	Please provide the employee's campus phone number.
Training	Indicate if the employee has completed Effort Reporting Principles and Effort Reporting System training.
Responsibility Level	Identify if the employee has Division, Department or Organization level access in the data warehouse.
ERS Roles	Select the ERS Role for the employee. Refer to <a href="#">Procedure</a> 1315 PR.04 for information regarding ERS Roles and Responsibilities.
ERS Domain	Indicate the Department to which the DC should have access. Indicate the organization(s) to which the SubDc should have access. If the employee is being assigned a Pre, Post or Pre/Post Reviewer role and will be the default for all new individuals, indicate the organizations of the individuals' effort form(s). When updating the default Pre/Post Reviewer, individuals with effort report forms assigned to the previous default will be updated to the new default Pre/Post Reviewer. Indicate 'NOT THE DEFAULT' if the Pre/Post Reviewer will not be the default for the organization but instead will be assigned to certain covered individuals within the domain. Assignment at the covered individual level will be performed by the DC or SubDC upon confirmation from the CA that the Pre/Post role has been granted.
Employee Certification	Employee's signature is required.
Operations Manager/Lead Administrator	Clearly print the name of the Operations Manager/Lead Administrator.
Operations Manager/Lead Administrator Signature	The signature of the Operations Manager/Lead Administrator.
Central Administrator Use Only	Role assignment can occur upon approval from the Central Administrator.