

Welcome to the 4th and final training Modules for *ROLA* (Research On-Line Administration). This module will guide you through requesting and maintaining access to *ROLA*

This module covers

How do I Gain/Maintain Access to *ROLA*

- Basic Access Request
- Acknowledge Access Request
- Authorize Access Request
- Pre Hire Grant Access Process
- Special Access for Hospital Support Staff

Each frame will provide text instructions as well as graphic views to demonstrate how easy it is to complete a **Proposal** in *ROLA*.

Here we go!

Information can be found in modules 1 though 3 for the following *ROLA* Functions

[Complete and Maintain Proposal](#)

[Submit Proposal/Review Approval Status](#)

[Sponsored Research – PI Profile/Extend PI Access](#)



Basic Access Request

Any user with access to **ROLA** can initiate a “Request for Access to Grants Management” for another individual who has an existing Human Resources relationship with Western with an Employee ID.

Grants (ROLAII) | Authorization & Access | Researcher Grants Access Rqst

The requester will be required to provide the new User’s Employee ID and indicate the Department where the User holds an appointment.

They will also be asked to identify if the user is an eligible PI holding a faculty appointment at Western. Anyone else utilizing **ROLA** is defined as “Researcher” – Non Eligible research support personnel.

Researcher Grants Access Rqst - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Research WESTERN

Request for Access

Research Western

Request for Access to Grants Management

Before you can proceed with the request for access the recipient must have a valid Employee ID and a Corporate E-mail Address.
If you do not have a valid Employee ID please contact HR.
If you do not have a Corporate E-mail Address please contact ITS.

Please enter Employee ID: (This is required to authenticate your employee status and will not be displayed within Grants Management)

Please select a Business Unit: (This is required to authorize your request)

Please select a Department where Recipient will hold an appointment:

Recipient Type

PI Holds a faculty appointment and is eligible to hold a research account at Western

Researcher Non eligible research personnel [Eligibility policy](#)

Comments:

If you are requesting access for another user, an e-mail will be sent to their Corporate E-mail Address for them to acknowledge that this is a valid request. If you are submitting a request for yourself this step will not be required.
Once the request is acknowledged, your Faculty Security Officer will Authorize the request. Research Services will then Activate your access to Grants Management.

The individual will be sent an email to Acknowledge the Access Request and brought to this screen.

By clicking on the Accept radio Button and saving the screen, the Faculty Security Officer will be notified by email to continue the process.

Research WESTERN Home Add

Menu

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 - Extend Access by PI
 - Acknowledge Access to PI data
 - Researcher Grants Access Rqst

Authorize Access Rqst

Business Unit UWO **Status** Active

Employee Name Babcock, Deanne gm-email@uwo.ca

Access Role RESSUP Research Support

Request

Requestor Name Babcock, M. Deanne gm-resacctmang@uwo.ca

Eff Date 09/11/2009 **Date From** 09/11/2009 **To** **Department/Faculty** 380200 **Accept**

Limit Amt **Comments** **Reject**

Save Return to Search Notify Update/Display Include History Correct History

The Faculty Security Officer will be required to Authorize Access Request prior to Activation by the Grants Security Officer in RD&S.

By clicking on the Accept radio Button and saving the screen, the Grants Security Officer in RD&S will be notified by email to complete the process and Activate the Role request.

All verifications through this process are completed electronically.

Research WESTERN Home Add

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Authorize Access Rqst

Business Unit	UWO	Status	Active
Employee Name	Babcock,Deanne	gm-email@uwo.ca	
Access Role	RESSUP	Research Support	

Request				
Requestor Name	Babcock,M,Deanne	gm-resacctmang@uwo.ca		
Eff Date	09/11/2009	Date From	09/11/2009	To
Limit Amt		Department/Faculty	380200	
	Comments	<input checked="" type="radio"/> Accept <input type="radio"/> Reject		

Save Return to Search Notify Update/Display Include History Correct History

Pre Hire Grant Access Process

Special access to ROLA can be granted to Principle Investigators at the Pre Hire stage. Please contact Theresa Russelo at 519-661-2111 x84502 or trusselo@uwo.ca for assistance.

Initiation of this process should begin well in advance of the Sponsor Application Deadline.



Special Access to ROLA – Hospital Support Staff

Employees of the London Health Sciences Centre who do not have a Human Resources relationship with the University may be required to support Principle Investigators wishing to administer their grants at Western.

A process is in place to gain Special Access including a Western USERID and password necessary to utilize ROLA.

The request must be initiated by the HR Administrative Officer in the Department, using the form [“Request for UWO Identification for Special Affiliated Individuals”](#) on the HR website.

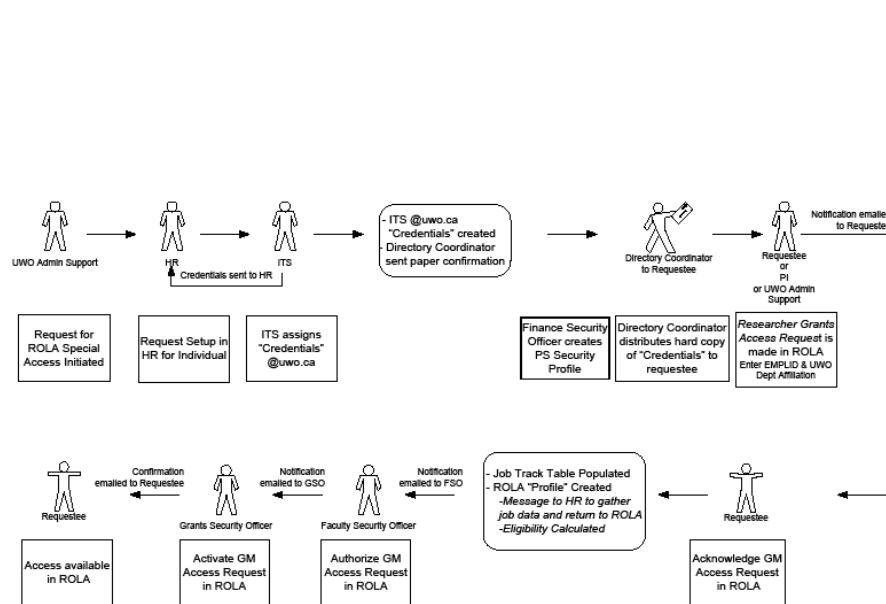
The Relationship type is defined as:

Employee of Another Organization - Admin. Staff (ZZ520)

These individuals are employees of another organization which has some form of operating agreement in place with the University. The individual is in an Administrative position or in a role which supports a faculty, department or the other organization. Due to the strong teaching and/or research relationship that these organizations have with the University, these individuals require access to University resources due to the type of work they are performing or the nature of the collaboration. This includes research support staff requiring specific ‘ROLA’ access.

Complete the form and submit as required, the process for activation is shown to the right.

[Click here to view additional ROLA Training Modules available online.](#)



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