1. New Users should **complete Section1 (page 1)** and read the **Terms of Use (page 3**). New Users should also complete the segment under the Data Protection Declaration on Page 3.
2. The **Departmental Administrator** should **complete and sign sections 2, 3 and 4 (page2).**
3. The completed form (page 1, 2 and 3) should be **emailed as a.pdf** to the departments **Pre-Award team** at the Research Operations Office <http://www.research-operations.admin.cam.ac.uk/about-us/contact-us> **and copy in** CROCompliance@admin.cam.ac.uk. Failure to do so may cause delays in setting up the user access.

|  |  |  |
| --- | --- | --- |
| 1. **New User Details**
 |  | 1. **Department Details**
 |
| Date of Request |  | Department Name**🟑(mandatory)** |
|       |  |       |
| Last Name**🟑 (mandatory)** |  | Department Code**🟑(mandatory)** |
|       |  |       |
| First Name (inc initials if any)**🟑 (mandatory)** |  |  |
|       |  | 1. **To be completed by the Departmental Administrator**
 |
| Prefix (Prof, Dr, Ms etc) |  | Departmental Administrator Name**🟑(mandatory)** |
|  |  |       |
| University CRS ID (e.g. abc123)**🟑 (mandatory)** |  | Departmental Administrator Email Address**🟑(mandatory)** |
|       |  |       |
| User email address (e.g. abs123@cam.ac.uk)**🟑 (mandatory)** |  |  |
|       |  | Signature of Nominator**🟑 (mandatory)** |
| Job Title**🟑(mandatory)** |  |  |
|       |  |
| Personnel Reference No. (if known) |  | Should access to additional departments be required by the user, an email from the Departmental Administrator of the additional department(s) authorising this access must be sent by email to the Pre-Award contact of the new user.For allocation of roles for this new user, please complete the X5 User Allocation section on Page 2. |
|       |  |
| Date University Contract ends |  |
|       |  |

1. **X5 User Allocation** – Please select the role required by the New User by ticking the box next to the appropriate requirement. Additional guidance can be found on Page 4.

|  |  |  |
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|[ ]  PA/PI/Sec Access | * Can create, make changes
* Will only be able to view X5’s that they have created
 | * Are able to submit into Workflow
* No Approval rights
 |
|[ ]  **View Only** | * Will only be able to view X5’s within the department.
* Not able to edit, or submit.
 | * No workflow allocated.
* No Approval rights
 |
|[ ]  **School (View only)**  | * Will only be able to view X5’s in all departments within the school.
* Not able to edit, or submit.
 | * No workflow allocated.
* No Approval rights
 |
|[ ]  **Departmental Administrator**(No Workflow Approval) | * Can create, make changes
* Able to view all grants within the department(s).
 | * Able to edit and submit into workflow.
* No Approval rights
 |
|[ ]  **Department Administrator**(Workflow Approval Required) | * Can create, make changes
* Able to view all grants within the department(s).
 | * Able to edit, reject, withdraw and submit to HOD.
* Approval rights allocated
 |
|[ ]  **Department Administrator/HOD**(Workflow Approval Required) | * Can create, make changes
* Able to view all grants within the department.
 | * Able to edit, reject, withdraw and submit to ROO.
* Approval rights allocated
 |
|[ ]  **Head of Department** | * Able to view all grants within the department.
* Able to edit, reject, withdraw and submit to ROO.
 | * Approval rights allocated
 |
| NB | All requests for Approval Rights must be evidenced **by a letter of Delegated Authority from the Head of Department**. A copy of this letter should be included with the form when it is submitted to the Research Operations Office.Research Operations Office require an up to date Delegated Authority letter from each Head of Department. Although this is renewed annually, if during the year you need to make changes to this letter, please do so and send it to the Assistant Director of your School at Research Operations <http://www.research-operations.admin.cam.ac.uk/about-us/contact-us>  |

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| --- |
| 1. **RESEARCH OPERATIONS OFFICE ONLY: This section is for Research Operations use only and applies to workflow authorisation at the various levels**
 |
| Research Operations Office(Pre and Post)[ ]  | * *Designated workflow authority required.*
* Access all X5’s.
* Able to edit, reject, withdraw.
* All Approval rights allocated.
* Submit to RSM
 | Research Operations Office(Research Managers Pre and Post)[ ]  | * *Designated workflow authority required.*
* Access all X5’s.
* Able to edit, reject, withdraw.
* All Approval rights allocated.
* Submit to AD
 |
| Research Operations Office(Assistant Director )[ ]  | * *Designated workflow authority required.*
* Access all X5’s.
* Able to edit, reject, withdraw.
* All Approval rights allocated.
* Submit to Head or approve final X5
 | ROO Sign-off: |
| Date: |

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1. User IDs and passwords must not be shared with anyone. Research Operations Office reserve the right to suspend the account of anyone who is found in violation of this rule.

**Staff Records: Policy On Confidentiality:**

Without prejudice to the provisions of the Data Protection Act and Freedom of Information Act, no-one in the University should inquire, investigate or view the staff salary information contained within X5 unless directly required to complete a Research application.

Furthermore, no-one in the University should disclose personal information relating to a staff member to a third party without the consent of the individual concerned, or explicit authorisation from the Director of Personnel, or his/her representative. Furthermore, disclosures of personal information to other members of University staff must only be made on a need-to-know basis.

Appropriate measures to keep information secure are an intrinsic requirement of this Policy. You must not leave unprotected personal information in offices which are accessible to members of the public, or accessible to staff who have no reason or right to see that information.

Computer systems should be password protected (further protection should be provided by time-out systems and screen-savers). VDUs should not be positioned so that students, customers or members of the public may see them. Personal information must not be kept in any insecure receptacle and in due course, be destroyed by secure means i.e. shredding or pulping.

**Declaration**

I have read and understood the X5 Terms of Use and Policy on Confidentiality above, and the [University IT facilities and service privacy notice](https://www.uis.cam.ac.uk/privacy-notice).

I understand that any breach of the X5 Terms of Use or Policy on Confidentiality will be regarded as serious and potentially as a disciplinary matter, as set out in the University’s [Data Protection Policy](https://www.information-compliance.admin.cam.ac.uk/data-protection).

|  |  |
| --- | --- |
| Name of New User: |  |
| CRS ID of New User: |  |
| Department: |  |
| Date: |  |
| Signature of New User: |  |

Once your form has been received and processed, you will be sent an email with a link to your X5 password. Please note that this information **sits behind RAVEN** and you will require a Raven password to access this information.

**X5 USER: Allocation of Functions**

|  |  |  |
| --- | --- | --- |
| **View** | * Own costings
 | Usually given to staff members who will need to view costings they have created or have had created on their behalf, including ***Principal Investigators***. |
| * Department costings
 | Usually given to staff requiring to view costings across their department, such as ***Department Administrators*, *Heads of Department, Research Grants Administrators***. |

|  |  |  |
| --- | --- | --- |
| **Create/Edit** | * Own costings
 | Given to staff who will need to create and change details within their own costings, or on behalf of others, personal assistants, including ***Principal Investigators, Research Grants Administrators, other support staff*.** |
| * Department costings
 | Given to staff who will need to create and change details within costings from across their department, e.g. ***Departmental Administrators, Research Grants Administrators***. |

|  |  |
| --- | --- |
| **Submit** | Given to users who will need to submit the costings to the next level of the workflow. These users may include ***Principal Investigators, Research Grants Administrators, Department Administrators, and Heads of Departments.*** |

|  |  |  |
| --- | --- | --- |
| **Approve** | Department Administrator | ***Department Administrators*** will need to be able to approve costings before they can proceed through the workflow to Heads of Department. |
| Head of Department (or delegated authority) | ***Heads of Department (and those with delegated authority***) will need to approve costings from departments before they can proceed through the workflow to the Research Operations Office. |
| **NOTE: Department Administrators with delegated authority must have *both* approval functions given for Department Administrators and Head of Departments.** |

Please contact your Pre Award Teams should you have any queries regarding this form or the completion of the details required <http://www.research-operations.admin.cam.ac.uk/about-us/contact-us>