



Caltech Data Warehouse - Grants Datamart Access Request

Mail or fax a hard copy of the completed form to IMSS Security, Mail Code 1-10 (fax: 626-395-2122)

NEW CHANGE DELETE

Faculty Staff Student Other _____
If "Other", provide company name or affiliation.

Effective Date

NOTE: An "Ending Date" is required for everyone except Faculty and Staff. This date may be extended by an Approver.

Effective Date: _____ Ending Date: _____

User Information

Name: Last: _____ First: _____ Middle: _____

UID#: _____ Email: _____ Ext: _____ Mail Code: _____

Department: _____ Supervisor: _____ Supervisor's Ext: _____

GA Access (only needed for Grants and GB)

Principal Investigator (PI)	Organization	Project	Task	Award	Salary

Exceptions

Project	Task	Award

Push Reporting?

If you are interested in signing up for **Push Reporting**, please email your request to citdw@caltech.edu.

NOTE: Approval is required. Go to the following link for the name of the authorized Approver for your area:
http://www.imss.caltech.edu/cms.php?op=wiki&wiki_op=view&id=427

Approved by (print name): _____ Approver's extension: _____

Approver's signature: _____ Date: _____

Mail the completed form to IMSS Security, Mail Code 1-10.

IMSS Use Only:

Cognos Roles

Datamart	Role	Datamart	Role
PO-AP		GL	
FAMIS		HR	
GA		LD	