Instructions for completing the IRES Central Unit User Access Request Form

This form should be completed by Central Units (ex., GCA, GCFA, IACUC, COI, HRPP, OEHS, Corp and Foundation Relations and OCR) requesting access to receive access to the IRES Proposal Tracking, Conflict of Interest or other configurations within the IRES application. Please use this form to identify the following:

Sections B, C & D
Please check the appropriate box or boxes next to each office which the requestor needs access to.

Users assigned the Department Admin III role. This role will receive view access directly from the IRES Proposal Tracking pre-award application.

The gray area is information for *client accounts* to determine, once a box is checked by the requestor for access, what type of access they will receive.

Section E

Once the form is complete, the authorizer (approver) must send an email to: ires@yale.edu for approval and processing.

If you have any questions, please email ires@yale.edu. Thank you.