OMNI GRANTS/PROJECTS
PERSONNEL CHANGE REQUEST

DATE: DEPARTMENT NAME OR ID:

PI NAME: SPONSOR NAME:

PROJECT ID:

Grants Module; Proposal Project Professionals – The employees added here will have access to view the proposal information and edit proposals in draft status. Roles for access: PI, Co-PI, SP Manager, or Dept Rep. Other roles available in Grants have no security access.

Add/Remove		NAME (first, middle initial, last)	EMPLID	ROLE
Add	Remove			
Add	Remove			
Add	Remove			
Add	Remove			

Projects Module; Project Team – The employees added here with the role of <u>PI</u> or <u>SP Manager</u> will have authority to approve expenditures on the project. If the employee does not wish to receive email notifications, he/she should uncheck the "email" box on OMNI's My System Profile page. Roles for access: PI or SP Manager. If Co-PIs from Grants Proposal needs to approve expenditures, add them here with the SP Manager role. Purchasing Approvers (PI and SP Managers) must also have the FSU_PO_APPROVER role assigned in OMNI's general security.

Add/Remove		NAME (first, middle initial, last)	EMPLID	ROLE
Add	Remove			
Add	Remove			
Add	Remove			
Add	Remove			

Projects Module; Project Manager (Travel Approver) – ONLY ONE TRAVEL APPROVER ALLOWED PER PROJECT. THE PI IS THE DEFAULT. The employee listed here will have authority to approve travel expenditures on the project. If the employee does not wish to receive email notifications, he/she should uncheck the "email" box on OMNI's My System Profile page. Travel Approvers (Project Manager) must also have the FSU_TE_APPROVER role assigned in OMNI's general security.

Change To:	NAME	EMPLID

Requested by: **Email Address:**

SIGNATURE AUTHORIZATION: ───────────────────────────
                                       Principal Investigator

SPONSORED RESEARCH USE ONLY	
UPDATED BY:	**DATE:**
GM	
PC	

Last updated 05/27/2010