UnivRS: Types of User Roles

The roles listed below are designed for individuals in University of Saskatchewan colleges/schools/centres, departments and administrative units, who will be accessing information or performing tasks in the University Research System (UnivRS).

College/School/Centre and Departmental Units:

The following roles will be automatically assigned based on information provided from authentication and access management systems at the University, such that in most cases a UnivRS: Access Form is not required:

- **Researcher**: enter/process project ideas, project applications and CV-related records in UnivRS. View only access is granted to project records that name the researcher as a team member (e.g. Lead Principal Investigator, Co-Principal Investigator, Co-Investigator, or Other Team Member).

- **Department Head**: approve research-related project applications, projects and amendments in UnivRS on behalf of the department. View only access is granted to most records in UnivRS that name the department as a contributing unit. Please note that this access is restricted to those roles identified in the Signing Authority policy.

- **Dean**: approve research-related project applications, projects and amendments in UnivRS on behalf of the college/school/centre. View only access is granted to most records in UnivRS that name the college/school/centre as a contributing unit. Please note that this access is restricted to those roles identified in the Signing Authority policy.

Administrative Units:

In order to access the UnivRS through one of the following roles, a UnivRS: Access Form is required:

- **Approval Coordinator**: enter/process research-related project applications, projects and amendments, as well as organisations and agency programs in UnivRS. Access is restricted to employees under the Office of the Vice-President Research portfolio.

- **Specialist**: process research-related project applications, projects and amendments in UnivRS. Access is restricted to employees under the Office of the Vice-President Research portfolio.

- **Approver**: approve research-related project applications, projects and amendments in UnivRS on behalf of the University of Saskatchewan. Access is restricted to those roles identified in the Signing Authority policy.

- **Fund Setter**: enter/create authorized Funds in UnivRS and UniFi for active research-related projects. Access is restricted to employees in the Controller’s Office within Financial Services.

- **Finance**: view research-related active or completed project applications, projects and amendments in UnivRS. Access is restricted to employees within Connection Point and Financial Services.

- **Super User (Pre- and Post-Award)**: view research-related project applications, projects and amendments in UnivRS. Access is restricted to employees under the Office of the Vice-President Research portfolio.

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