



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.