

SAP Access Request Form - Qatar Research

Notation: This form is only applicable for authorization under 27* Fund Centers.

User's Name:	User's CWID:		
Employee Number:	Position Number:		
New User	Change Access	Position Change (will replace existing access)	Deactivate SAP ID

Roles Requested

Please select appropriate Roles to be assigned or removed.

1. Qatar Research - Unit Head* (SC Fund Approval /FI-BI Report, and SAP Desktop)
2. Qatar Research - Unit Admin* (SC creation /FI-BI Reports, and SAP Desktop)
3. Qatar Research - End User* (SC creation /FI-BI Reports)
4. Qatar Research Master Data (Create, Change, Display access limited to Research Accounts)
5. Unit Payroll Report Admin* (Access to Compensation, Change of Funding reports in BI)
6. Unit Head – Compliance (Limited to SC Approval for product category N06- Animals)
7. COF Entry - Qatar Non-Faculty* (Access to Change of Funding excluding Faculty)

Select Fund Center

* Please select fund center to restrict above authorizations (applicable on roles 1,2, 3,5 and 7 only)

Fund Center	Fund Center	Fund Center
Fund Center	Fund Center	Fund Center

Select Sponsored Program (If required to limit access with in above selected fund centers), Please use a separate sheet and attach with this form if more than six are needed).

Sponsored Program	Sponsored Program	Sponsored Program
Sponsored Program	Sponsored Program	Sponsored Program

Additional Comments:

I am aware of and agree to comply with WCMC/WCMC-Q policies and procedures pertaining to the proprietary and confidential nature of the information to which I may have or Grant access.

User's Signature:	Date:
Supervisor Signature:	Date:
Unit Head's Signature:	Date:
Finance/HR Signature:	Date: