



Aurora Finance Systems Access Additions for New Research Funds - Multiple Users

This form can be used to add access to many individuals for a specific Research Fund. Please note that individuals who do not already have access to the Financial Systems must complete the [Aurora Finance System Access Request](#) form to gain initial access.

Section A – Research Fund Information

FOP: _____

Fund Title: _____

Principal Investigator: _____

Section B – Additions to System Access - Please complete the below areas to add to existing access for BANNER & FAST.

BANNER & FAST access - Individuals listed below will have the ability to view &/or post transactions on the above FOP.

Please circle **one access level designation**: Q=Query (To look up details), P=Posting (To create transactions) or B=Both (To create & view transactions)

Please note that Both will provide individuals with the ability to process ID charges on this Fund if access to ID Charges is already allowed.

Employee Name	Employee #	UMnetID	Email	Phone #	Access Level
					Q P B
					Q P B
					Q P B
					Q P B
					Q P B
					Q P B

Section C – Financial Authority Authorization - Please complete the area below to add individual ILQDQFID authority &

reporting access to the above FOP. All Financial Authority access will be reviewed & authorized through Research Accounting.

The Primary Financial Authority (PS) must be the Principal Investigator listed above.

Financial Authority Access	Employee Name	Employee #	Signature
Primary Financial Authority (PS)			
Alternate Financial Authority(AS)			
Alternate Financial Authority(AS)			
Alternate Financial Authority (AS)			
Payroll Mail (PM)			SIGNATURES ARE NOT REQUIRED FOR THESE ROLES
VIP Reporting (VR)			
VIP Reporting (VR)			

Section D – Principal Investigator Authorization

I certify that the individuals named above require the stated access to this research fund to perform their duties at the University of Manitoba.

Printed Name _____ Signature _____ Date _____

Email _____ Phone Number _____

**Please return form to Aurora Finance: Aurora_Finance@umanitoba.ca

Office Use Only:

FS Authorization _____

Date Processed _____