



Office of Financial Compliance for Research
Subset SPAR Access and Responsibility Acknowledgement Form

Please complete the following form to establish, modify or terminate Subset level access to the SPAR application through PRISM. Signatures acknowledge the responsibilities outlined below related to University policies. Once completed, this form should be retained by the Subset Grantor for audit purposes. Workshop registration information is available at https://www.controller.pitt.edu/financial-compliance-for-research/workshops-registration/. If you have any questions, send an email to sparhelp@cfo.pitt.edu.

Please choose one: [] New SPAR User [] Existing SPAR User [] Access Termination

Effective Date: _____

SPAR Subset Awardee Full Name: _____ Employee #: _____

Awardee Department or Division Name: _____ RC #: _____ Dept #: _____

* Users need to have an active PRISM account. To activate an account, please go to https://prism.pitt.edu/.

Subset Grantor and Awardee Authorization:
As the SPAR user, I affirm that I have read and understand the following University Policies and will abide by these policies, and use the requested data access only as required in the performance of my University duties.

- 10-02-04 Computer Data Administration
10-02-05 Data Access and Use
10-02-06 University Administrative Computer Data (UACD) Security and Privacy
11-01-07 Effort Reporting and Certification

SPAR Subset Awardee Signature: _____ Date: _____ Phone: _____

As the Subset Grantor for the Awardee, I affirm this request is in accordance with the Awardee's job function. I will be responsible for taking the appropriate change action, if the Awardee or the assigned Shared Employee has a change in employment status. I confirm that the Awardee has attended the required training as noted below.

Training Attendance Dates:

Introduction to SPAR (required): _____

Effort Reporting for Research Administrators (required if area has sponsored research activity): _____

Advanced SPAR - Cost Sharing (required if area has sponsored research activity): _____

Subset Grantor Printed Name: _____

Subset Grantor Signature: _____ Date: _____ Phone: _____

Authorized RC Name: _____

Authorized RC Signature: _____ Date: _____ Phone: _____

SPAR Security updated by: _____
Date: _____



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SPAR Application Responsibility Request

Please choose the appropriate Subset role. Roles will be entered, modified and/or deleted by an RC or Department SPAR Administrator as the Subset Grantor per Instruction Guides found on the Financial Compliance for Research website.

PLD SPAR Processing

- checkbox Add checkbox Delete

Scope of access: SPAR user has access to employee(s) listed below.

- checkbox Administrator checkbox Modifier checkbox Viewer

Rights: For more detailed information on rights assigned to each role, see the SPAR Security Matrix.

SUBSET access is being awarded for the following Shared Employee(s):

Table with 2 columns: Shared Employee Name, Employee #. Includes a row for Business need for shared access and several empty rows for data entry.

Attach additional pages, as necessary.

Approval: Date: (A rectangular box containing the signature and date fields.)