

How to Request Grant Access

Grant Department Admin

For individuals who are grant department administrators and should see ALL grants in a cost center.

- Go to www.bu.edu/buworkscentral
- Click on the DSA tab
- Submit request through the Security Role Request Form (E.FI_GRANT_ADMIN and the appropriate fund center role(s))
- Send an email to buw-tech-grc@bu.edu with the Manager's (of the employee/affected person) approval for the grant department administrator access.

Grant PI or Co-PI

For individuals who are PI's or co-PI's for a grant and need access to Grants Management reporting.

- Submit request through ServiceNow (send email to ithelp@bu.edu).
- Specify in the request if you are a PI or co-PI and for which grant(s).

Grant OAV (Other Authorized Viewer)

For individuals who are not PI's or co-PI's and should only have access to specific grant(s) or sponsored program(s).

- Submit request through ServiceNow (send email to ithelp@bu.edu).
- Specify the grant(s) or sponsored program(s) that access is needed for.
- Attach a departmental approval for the OAV access.