

Kansas State University

Research And Discovery Activity Reporting (RADAR) Access Form

Research Administrators Level Access

Employee Name:

eID:

Email:

Department Name:

Department/Org Number:

Please read the following, sign and date the form, and return to RADAR@ksu.edu. Users will be granted **read-only** access to the RADAR reports.

Access to RADAR is obtained through the eID and password, as is the case for other electronic systems on campus. Passwords may not be shared with others. I have read the Information Technology Policies located at <http://www.ksu.edu/its/policies> and agree to abide by those policies.

I am aware that the RADAR reports include information that is sensitive in nature, including confidential pending and in-process proposal information. Access to this information is for official university use only and is subject to all university data security, privacy, stewardship and confidentiality policies and procedures. Failure to safeguard this information will result in my removal from further access and could result in further administrative and legal actions as allowed by law.

Note: If you need additional reports and/or data send those requests to radar@ksu.edu. Please include details regarding data, timeframe, filters, etc. in you requests. Allow an appropriate amount of time to complete your request, last minute requests will be managed on a first in first out basis. Additional access forms may be required as forthcoming reports are released.

(Employee Signature)

(Date)

(Supervisor Signature)

(Date)

(Unit/Dept Head Signature)

(Date)

(Data Owner Head Signature)

(Date)

(RADAR Administrator Signature)

(Access Given Date)