

ACADEMIC PROJECT FINANCIALS ACCESS PROCESS

RESEARCH

NON RESEARCH

INFOED

RESEARCH FINANCE

NS FINANCIALS

SERVICE DESK

CALUMO & MYUNSW

MANAGEMENT REPORTING & ANALYSIS

Grant Successful

Ensure Lead CI is the same as Portfolio Attribute

YES

Update project PORTFOLIO attribute in NS Financials

Portfolio Manager wants to authorise others to see their project financials

Request to Create Project in NSF

Create project & use PORTFOLIO attribute to attach portfolio manager to project

Complete APF Authorised Nominee Form

Get Portfolio Manager to complete the NSS Access Request Form

Does Portfolio Manager have access to Calumo?

NO

YES

Project created and Lead CI attached as Portfolio Manager

Is Portfolio Manager correct?

NO

hourly

Process Access Request

Display in Academic Financials Report

