



# Academic Project Financials - Authorised Nominee

This form is to be used by Project Owners\* to nominate and authorise people to view their project financials, **including payroll information**.

## Authorised Nominee *(the person you are authorising to see your project information)*

I, \_\_\_\_\_ zid \_\_\_\_\_ hereby authorise \_\_\_\_\_ zid \_\_\_\_\_ to view the Academic Project Financials, including HR Payroll data, of the below listed project(s) for which I am the project owner\*.

\* The Project Owner is the person listed as the Lead CI in InfoEd and the person attached to the project attributes in NS Financials as the Portfolio Manager.

## Projects Authorised to view *(please list the projects that you want this person to see)*

Project ID	Project Name
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## Approval *(must be project owner of all projects listed above)*

*I confirm that I am the project owner of the project(s) listed above and that I approve this person to view the financial data for these projects*

*I understand that this will also allow them access to view HR data*

Project Owner

Employee ID

Date

The project owner should press the submit button - this will confirm their approval (no hard copy is required). Unfortunately forms that are not submitted by the project owner cannot be processed.

\* The Project Owner is the person listed as the Lead CI in InfoEd and the person attached to the project attributes in NS Financials as the Portfolio Manager.

## For Office Use Only

- This is a temporary form to be used until the Finance Systems Access Request online form is developed at which time it will become part of that form.
- When processing this access request the same process as the [Finance Systems Access Request](#) should be followed.
- Once the required approval has been granted the request should be assigned to the FI.CALUMO.SUPPORT group in CASD
- If you have any questions about the content of this form please contact Finance Process & Technology Strategy