**PRS User Change Request Form**

*To be used to change the role of an existing user on the Project Reporting System (PRS)*

1. **Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **User Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Current PRS Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **New Role (select one):**

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| **Role** | **Role Description** | **Tick One** |
| **Claim Proposer (uploader)** | Claim Proposer is responsible for:1. Creating claims on specific projects and submitting them for Finance Officer/Director or Equivalent review.
2. Approving/Editing claims rejected by the Finance Officer/Director or Equivalent.

This role does not have access to project information or Project Approval Guidelines (PAG) documents. |  |
| **Finance Officer (approver)** | Finance Officer is responsible for:1. Approving Claims, which then submits the claim to the NTA for processing.
2. Accepting the terms and conditions of being a recipient of grant funding.
3. Rejecting Claims back to Claim Proposer/Project or Programme Manager for revision.

The Finance Officer should be a senior official within a Sponsoring Agency. This role does not have access to project information or Project Approval Guidelines (PAG) documents. |  |
| **Project or Programme Manager** | Role with the responsibility for organising, planning, overseeing and executing projects within the sponsoring agency. Project or Programme Manager will only see projects assigned to them. The role also has the ability to:1. Create claims on specific projects and submit them for Finance Officer/Director or Equivalent review
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| **Director or Equivalent** | Role with authority or delegated authority for final sign off documents on the sponsoring agency’s behalf. Director or Equivalent role will have visibility of the projects which they have been assigned. This role also has the ability to:1. Approve Claims to be processed by NTA
2. Reject Claims back to Claim Proposer/Project or Programme Manager for revision
 |  |
| **Sponsoring Agency Administrator** | Role with expanded system administrative capabilities within the sponsoring agency; including for example: the reassignment of Project or Programme manager for form approvals. Sponsoring Agency Administrator will have access to all functionalities (with exception of forms approval and providing signatures and claim approval) in the PRS External Module and visibility of all projects. SA Administrator should have same permission level to Claims and Payruns as Claim Proposer. |  |

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| **Read only access** | Role where the user requires access to information but is not required to perform any editing or updating to projects on PRS. This is a view only role with no editing rights. The Read Only role has access to all projects within the Sponsoring Agency. |  |

1. **Approvals**

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| **AGENCY APPROVAL - SENIOR MANAGEMENT****(One signature required from a senior official within the Sponsoring Agency for example;** Chief Executive, Chief Financial Officer, or Director of Operations): |
|  **Name:**  |  |  **Title:** |  |
|  **Signed:** |  |  **Date:** |  |
| *Note: If a senior official requests a user change, another senior official approval should be obtained.* |