**Instructions**

Use this form to establish or update the approvers and administrators for the identified unit in RAPSS

**Department Approver**

* List the individuals responsible for approving activity prior to review by Research and Sponsored Programs or Corporate Contracts.
* It is strongly suggested to identify multiple individuals at each level. The alternates will be able to act if the primary is not available.
* You must at least identify the approvers for Level 1

**Department Administrator**

* This will provide the identified individuals read only access to all activity being processed in the department.

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| **Unit Name** |  | | |
| **HR Org ID (RU)** |  | **HR Org ID (RBHS)** |  |

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| **Department Approver (Level 1):** This individual may be a Department (Pre/Post) Admin. | | | | | | |
| Add | Remove | Name (Last) | Name (First) | NetID | Email Address | Include the Dept. Administrator role? (Y/N) |
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| **Department Approver (Level 2):** This individual is usually at the Chair level. | | | | | | |
| Add | Remove | Name (Last) | Name (First) | NetID | Email Address | Include the Dept. Administrator role? (Y/N) |
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| **Department Approver (Level 3)**: This individual is usually at the Director/Dean level. | | | | | | |
| Add | Remove | Name (Last) | Name (First) | NetID | Email Address | Include the Dept. Administrator role? (Y/N) |
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| **Department Administrator:** Provides **Read Only** access to All Activity within the department   * This person may either a pre or post award administrator * You do not need to identify the department approvers if you have requested to include the role | | | | | | |
| Add | Remove | Name (Last) | Name (First) | NetID | Email Address |  |
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