

Delegation Access Request  
Submit completed form to [SystemsReporting@uth.tmc.edu](mailto:SystemsReporting@uth.tmc.edu).

Requestor Information (Requestor cannot be the Delegate)

An individual being named as a delegate cannot request this designation him/herself.

Requestor Name:

Department(s) Name:

Phone:

E-Mail:

Select module(s) to associate:

- Agreements
- Financial Tracking
- Proposal Development
- Subawards
- Subrecipients

Select the appropriate access level in the module box.

Privileges to view, hide or edit assigned records and receive e-mail routing notifications.

Messages:

- View
- Hide

Work Queue:

- View
- Hide

Record Access:

- View
- Hide

Calendar:

- View
- Edit
- Add

Provide Delegation Authority to:

Enter the name(s) of the person(s) to provide Delegation Authority to.

Delegation Approval:

This section must be completed by the person approving the requested delegation.

By checking this box, I approve the listed individual(s) to be the designated person for the selected modules.

Delegation Approver Signature:

Date:

S&R Signature:

Date: