PENNERA

MODULE ACCESS REQUEST FORM

Part 1. Identification Information  (please print clearly)  (To be completed by Requestor)

This is a request for: ☐ Add New Access  ☐ Remove All Access  ☐ Update Application Access

Full Name  (include middle initial): ______________________________________

University extension: ___________________  Department: ____________________

E-mail address: ___________________  @

Intramural address: ___________________

PennID #: ____________________________

I understand that access to PennERA is for my exclusive use and support of my work at the University of Pennsylvania. I understand that I am responsible for any work that is done within the PennERA application using my PennKey. I take responsibility for maintaining the confidentiality of University information.

Required Signatures:  (print clearly and sign)  MM/DD/YYYY

Requestor: __________________________ Date:   /   /   

Requestor’s Supervisor: __________________________ Date:   /   /   

School/Center Access Administrator: __________________________ Date:   /   /   

Trainer: __________________________ Date:   /   /   

Check training attended:

☐ Human Subjects  ☐ Lab Animals  ☐ Proposal Tracking  ☐ Proposal Development

Protocol Tracking  Protocol Tracking

Part 2. School/Center/Department Access

Action  School/Center/Dept  Access Level (check one)  Module (check all that apply)

(Must specify ORG or ORG parent)

Add  Remove  View  Edit

☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐

Department Profile Administrator

Send completed forms to:
PennERA System Administrator
Office of Research Services
3451 Walnut Street, Room P-221
Philadelphia, PA 19104-6205

To obtain forms:
Email pennerahelp@lists.upenn.edu
https://www.pennera.upenn.edu/access.pdf
### Part 3. PennERA Module Administrative Access by Investigator's PennID Number

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<th>PennID</th>
<th>Access Level (check one)</th>
<th>Module (check all that apply)</th>
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Available Modules:
- Human Subjects
- Lab Animals
- Proposal Tracking
- Proposal Development

### Part 4. Board Setup

- [ ] IACUC Board
- [ ] Specific IRB Board(s) – please list:
  - ____________________
  - ____________________
  - ____________________

- [ ] All IRB Boards
  - ____________________
  - ____________________
  - ____________________

### Part 5. (To be completed by Module and System Administrators)

- [ ] Authorizations in order. Received ___/___/_____
- [ ] Authorizations incomplete. Returned to sender.
- [ ] ORA Module Administrator - Access Completed Date completed: ___/___/_____
- [ ] ORS Module Administrator - Access Completed Date completed: ___/___/_____

Remarks: