**New User Request Form**

*To be used to set up a new individual user on the Project Reporting System (PRS)*

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

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| **Role** | **Role Description** | **Tick One** |
| **Claim Proposer (uploader)** | This user role is responsible for:Creating claims on specific projects and submitting them for Finance Officer/Director or Equivalent review |  |
| **Finance Officer (approver)** | This user role is responsible for:- Approving Claims to be processed by NTA- Rejecting Claims back to Claim Proposer/Project or Programme Manager for revisionThe Finance Officer should be a senior official within a Sponsoring Agency |  |
| **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:Create claims on specific projects and submit them for Finance Officer/Director or Equivalent review |  |
| **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:- Approve Claims to be processed by NTA- 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. |  |

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:** |  |