

Request for Unit-Level Access to Tableau Other Support Reports

Purpose: This form is used to request access for designated staff members to download Tableau Other Support reports for their unit's faculty. Access requires ADR approval and a signed confidentiality agreement.

Section 1 – Request Information

Unit/College: _____

Name of Staff Member: _____

Position Title: _____

Email Address: _____

Phone Number: _____

Linkblue ID: _____

List Department Codes to Access:

You may only request access to department codes that are in your college or unit.

Section 2 – Eligibility Confirmation

☐ This individual is directly involved in supporting research administration and Other Support preparation.

Section 3 – ADR Approval

ADR Name: _____

ADR Signature: _____

Date: _____

Section 4 – Confidentiality Agreement

I understand and agree that:

- My access will be limited to Tableau Other Support reports for faculty in my unit only.
- I will safeguard Other Support data, including pending submissions and sensitive research information.
- I will not share my access or Other Support data outside of approved use.
- I acknowledge that failure to comply may result in access being revoked.

Staff Member Signature: _____

Date: _____

Submission Instructions

Completed requests, including ADR approval and this signed confidentiality agreement, must be submitted to Collaborative Grant Services at:

Email: collaborativegrantservices@uky.edu