ALES RESEARCH
TIP SHEET #8 – eTRAC Access
August 2023

Did you know that you can provide eTRAC or Researcher Home Page (RHP) access to your lab manager?

Project Administrators can be given access to specific Proposals and/or Projects on the RHP.

1. Researcher Home Page access to Proposals:

- To provide access to a Proposal, download and complete the Project Administrator Access to Proposals (PAAP) form from the Research + Innovation Forms Cabinet and email it to rsoinfo@ualberta.ca for processing.
- This PAAP form must be filled out for each individual Proposal (you cannot request automatic access for future Proposals).
- If your staff member is creating a proposal on your behalf, they must 'save' the proposal to generate a Proposal ID number (i.e. RES#) and copy down that number to use on the PAAP form. Access to the Proposal will be granted only AFTER the request has been processed.
- The PAAP form must be signed by the PI and the Department/Faculty Designated Authorized Approver for the PI. The PAAP also needs to be signed by the Designated Authorized Approver for the administrator requesting access if the staff member's job appointment is in a different unit than the PI.
- Access transfers to the entire Project if the PAAP form application is successful. If you need to remove or add access after a Proposal is on the RHP, see section 2 below.

2. eTRAC and Researcher Home Page access to Projects:

- This is completed via the eSecurity Module. There are several ways to access this Module, for example, go to:
  - Enterprise Applications>HCM>Manager SelfService>eSecurity WorkCenter
  - PeopleSoft HCM>Main menu> UofA eSecurity WorkCentre
- Next, select eTRAC Team Member Request* to complete the request.
- Training materials on Submitting an eTrac Team Member Request can be accessed through the PeopleSoft Training webpage.
- Access does not provide delegation of signing authority on a project.
- Status information without access can be obtained by contacting your ALES Research Development Coordinators via alesrst@ualberta.ca or by contacting Marina Offengenden or Krista Stefan directly.

ALES Research Team:
For more information and resources check the ALES Research webpage (intranet):
https://intranet.ales.ualberta.ca/research/

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