PI Portfolio Access

Cal Access Roles for PI Portfolio Data:

1) Principal Investigator (PI)
   User will have automatic access to his or her own portfolio and will be able to write projections with the user’s CF2(s) and access HR data for employees with distributions on the user’s CF2.

2) Collaborator
   User will be able to access a PI's portfolio if the PI has approved the user's access. The user will receive access to a PI’s Portfolio or to only a specific fund. User will NOT have access to write projections to the other Faculty Member’s portfolio. User will NOT have access to HR data lookup by EmplID for the other Faculty Member.

3) Shared Services Research Admin
   User will have access to view portfolio for each faculty member, pulled one by one. Will have access to write projections and access to HR data lookup by EmplID.

4) Research Admin
   User will have access to view portfolio for each faculty member, pulled one by one. Will have access to write projections and access to HR data lookup by EmplID.

5) Reporting
   View-only access to all PI’s for Administrators, Supervisors, Managers and local (non-CSS) administrative staff who are accountable for multiple funds and/or Faculty Members. User will have access to view portfolio for each faculty member, pulled one by one. User will NOT have access to write projections. User will NOT have access to HR data lookup by EmplID.

6) Oversight
   Provides access to PI Oversight dashboard that has exception reports showing funds with a Current or Projected Deficit, and funds with Anticipated Funding. Includes links to the portfolio for each faculty member, pulled one by one. User will NOT have access to write projections. User will NOT have access to HR data lookup by EmplID. This role includes #5 Reporting.

How Access will work:

1) Principal Investigator (PI)
   User will have access to his or her own portfolio automatically. No need to request access.

2) Collaborator
   Access granted through Cal Access. Process remains unchanged. User requests access to PI Portfolio, then to the role called “Collaborator.” Select either “By Fund” or “By Lead PI.” Request is routed to Lead PI (in either case) for approval. Once approved, access is provisioned.
   - By Fund: search for and select the fund(s) in the drop-down menu. Click Submit
   - By Lead PI: search for and select the Lead PI name(s) in the drop-down menu. Submit.

Revised February 18, 2016
3) **Shared Services Research Admin**

Access is granted through Cal Access. Process remains unchanged. User requests access to PI Portfolio, then to the role called “Shared Services Research Admin.” The request is routed to a defined list of CSS RA Supervisors, any of which may approve or deny. Once approved, access is automatically provisioned.

---

**Provisioning New Roles:**

### Before Go-live (project phase)

The [PI Portfolio User Access Request Form](#) will be completed by the CAOs/DFLs who will nominate people in their organization to have the new roles: Research Admin, Reporting and/or Oversight. Users approved in the form will be manually setup for the launch.

### 4) Research Admin

Post Go-live (operational phase)

New access will be granted through Cal Access. User requests access to PI Portfolio, then to the role called “Research Admin.” The request is routed to the user’s L4 manager, then to the user’s L3 Approver for final approval. Once approved, access is automatically provisioned.

### 5) Reporting

New access will be granted through Cal Access. User requests access to PI Portfolio, then to the role called “Reporting.” The request is routed to the user’s L4 manager, then to the user’s L3 Approver for final approval. Once approved, access is automatically provisioned.

### 6) Oversight

New access will be granted through Cal Access. User requests access to PI Portfolio, then to the role called “PI Oversight.” The request is routed to the user’s manager, then to the L3 Approver for final approval. Once approved, access is automatically provisioned.

---

**Access Removal:**

### 1) Automatic: Employees who leave the University

The login to Cal Answers is authenticated using CalNet. CalNet accounts are automatically locked when someone is separated from the University in the HR system. It is the responsibility of the manager/ supervisor to ensure that all of the HR paperwork is completed so that systems are updated when an employee leaves the University.