



PAMS

UCLA Research Administration
Post Award Management System

PAMS Remove User Request

Please use this form to communicate access removal requests to the PAMS Team. Please complete this form and send to PAMSHelp@research.ucla.edu.

Cluster Name:

UCLA Employee ID (9 digits):

First Name: Last Name:

Email Address:

Note: If not provided the email in the UCLA Directory will be used

Prior to submitting please complete the following:

1. Update the Assignments page located under the Administration tab to reassign any Departments/PI's belonging to the user to other active PAMS users

COMPLETING THE FORM

This form must be signed by the appropriate department official with the authority to grant users' access to financial information (e.g. Assistant Deans, Directors, Chief Administrative Officers, Chief Financial Officers, Management Services Officers, etc). Employee access should be given in relation to the day-to-day management of responsibilities.

CERTIFICATION

I certify the steps above have been taken and request the user be removed from the PAMS Cluster.

x

Approved By: (Name, Title, and signature. Certification via email is accepted.)

Date