



Please complete sections 1 and 2, obtain the applicant's and the delegate's signatures for sections 3 and 4, then email it to ANU Insight: [insight@anu.edu.au](mailto:insight@anu.edu.au). Please note that this form may not work in Firefox.

## 1. Applicant Details

First Name

Last Name

College / Division

Unit / Department

University ID

Phone Number

Position

## 2. Report Access

### 2.1 Admissions

#### Admissions Reporting:

- High level admissions summary reports are open to all staff with a UDS account.
- Demographics and detailed reporting requires review of conflict of interest and approval based on proposed use. Complete the sections below.

#### Important Note: Conflict of Interest

A conflict of interest refers to situations where a conflict arises between a person's duties, or information which they have access to by reason of their employment, and their private interests. It is not necessary for a conflict to be actual - it may be potential or reasonably perceived to exist by a third party. If you are in any doubt, it is recommended that a declaration is made.

#### Third party relationship definition:

1. 'Relative' is defined as:

- a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant, adopted child or step-child of the person or of the person's spouse;
- b) the spouse or de facto partner of the person or of a person referred to in part a) above.

2. 'Other' relationships defined as: a person outside of the relative category defined in 1) above, such as, but not limited to, a friend, neighbour or business associate.

If you require detailed data, please confirm if you have a Conflict of Interest. If yes, the Declaration of Interest Form **must** be completed and returned with this form.

Do you have a Conflict of Interest?

Yes, please complete the additional [Declaration of Interest Form](#).

No

#### a) Demographic reports

Reports containing information such as applicant home state, age, gender etc.

Need Access

Do Not Need Access

Please give a detailed clear justification of your requirement to access the Demographic reports:

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**b) Detailed Unit Record reports**

Reports containing detailed information of the individual applicant such as name, reference number and/or contact information.

Need Access

Do Not Need Access

Please give a detailed clear justification of your requirement to access the Detailed Unit Record reports:

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**2.2 Finance****General Ledger Code (GLC) Request eForm Report:**

- No Access action required.
- Access is based on an individual's access to functional mailboxes for Research Services Division (RSD), Research Accounting, Planning and Service Performance (PSP), AR&P, Human Resources (HR) Systems, college research and college finance.

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**2.3 Human Resources****Human Resources (HR) Reporting:**

- No Access action required.
- Access to the HR reporting suite, and to the HR eForm report suite is based on an individual's security access in the Human Resource Management System (HRMS) and/or HR supervision tree.
- If you experience issues with HR reporting access, please contact [HR Systems](#).

**Payroll Costing Analysis (PCA) Reporting:**

- No access actions required.
- Detailed and summary reports are automatically burst to staff who approve pay variations.
- HR staff with relevant roles in HRMS will have access to these reports.

**Performance Development Review (PDR) Reporting:**

- No access actions required.
- Summary level dashboards are accessible to all staff with a UDS account.
- Access to detailed level reports is based on an individual's security access in the HRMS and/or the HR supervision Tree.

**Voice Survey Results Reporting:**

- No access actions required.
- Access is based on an individual's delegations in the HRMS.

**Work Health and Safety Reporting:**

- No access actions required.
- Access is based on an individual's level of access within the HRMS.
- Please contact WAG at [whs@anu.edu.au](mailto:whs@anu.edu.au) for assistance.

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**2.4 Research****Publication Validation Reports (PVR):**

- No access actions required.
- Academic staff have access to their own publications list and modification requests.

**Research Costing, Pricing and Approval (CPA) Reporting:**

- No access action required.
- Access is based on an individual's security access in the ANU Research Costing, Pricing and Approval Tool (CPA tool).

**Research Reports (Publications):**

- No access actions required.
- Reports are open to all staff with a UDS account.

**Research Reports (Grants):**

- No access actions required.
- Academics have access to their own grant applications.
- Academic Supervisors have access to their own records and all other investigators they supervise as identified by the supervisory structure within the HRMS.
- Individuals with access to the Statement of Academic Activity (SAA), specifically grants data reconciliation, have access to the corresponding college, school or departmental level of information in the grants reporting.
- Individuals with access to the ANU Research Information Enterprise System (ARIES) have access to the corresponding college, school or departmental level of information in the grants reporting.

**2.5 Student Analytics**

**Student Enrolment and Load Reporting (non-equity and diversity):**

- No access actions required.
- All staff with a UDS account have access to Student reporting that does not contain equity and diversity data fields as well as any direct identifiers.

**Student Enrolment and Load Reporting (equity and diversity):**

Access to summary reporting containing equity and diversity attributes requires approval.

Need Access                      Do Not Need Access

**Student Enrolment and Load Reporting (Identified student data):**

Need Access                      Do Not Need Access

**Are you a staff member in one of the following team:**

Tjabal centre, Access and Inclusion staff, First year experience project staff, Planning and Service Performance and/or Division of Student Administration and Academic Services.

Yes              No

If no, please state the reason that you require access to identified student data:

**Student eForm Reporting:**

- No access actions required.
- Access is based on an individual's security access in the Student Administration System (SAS).

**2.6 Student Experience of Learning and Teaching (SELT) Reporting:**

- No access actions required.
- All staff with a UDS account have access to SELT Course Survey quantitative results where the number of respondents is greater than or equal to five.
- Academic staff have access to their own Course Survey and Teacher Survey class result reports. Academic staff can also access historic SELT Course Survey class results for classes for which they have been a convenor.

**2.7 University Services Feedback Reports:**

- No access actions required.
- Monthly feedback to ANU service snapshot report is open to all staff with a UDS account.

**2.8 Travel Reports**

Need Access                                      Do Not Need Access

**2.8 HDR Supervision Reports**

- All HDR Supervisors would already have access (without completing the form) to see their own data including HDR supervision records with their candidates.
- Department/school/college level access are given to HDR Convenors/Delegated Authorities, College ADHDR, College and School Administrators where appropriate with staff's role (please advice any change of role in the future).
- Power Users level access allows the ability to see all of ANU HDR Supervisors details as well as the HDR Supervision records. Power user level access will need approval from Dean HDR.
- Staff who is granted access to department/school/college will be able to see HDR Supervision records of supervisors who are employed in that organisational area as well as of supervisors (from other org .area) who are supervising the candidate in the research organisational area.

Do you need access to HDR Supervision Reports?

Need Access

Do Not Need Access

If need access, which level of access is appropriate for your role?

College ADHDR, College and School Administrators

HDR Convenors/Delegated Authorities

Power Users

Other role

Please indicate the department/school/college you require access to (please use ES financial org structure code/name):

**3. Applicant Agreement**

I have read and agree to abide by the conditions detailed in the following ANU policies and procedures:

- [Code of conduct - Policy](#)
- [Acceptable use of Information Technology - Policy](#)
- [Information Technology account management and access - Procedure](#)
- [Privacy - Policy](#)
- [Records and archives management - Policy](#)

For Admissions data access, I have read and understood the ANU and UAC Guidelines for the Confidentiality and Security of Information document. I further understand and accept that failure to comply with any of these conditions could result in all access to Admissions data being rescinded and / or legal action being taken against me:

- [ANU and UAC Guidelines for the Confidentiality and Security of Information](#)

Signature

Date

**4. Authorisation by D3 Delegation Profile or above (Director of Research School/ Director of Service Divisions/ College General Managers)**

Name

University ID

Signature

Date

Please email the completed form to ANU Insight: [insight@anu.edu.au](mailto:insight@anu.edu.au)

**5. Office Use Only – Additional Authorisation**

**5.1 Student Enrolment and Load Reporting**

Office Use Only – Authorisation by Manager, Operations, Division of Student Administration (DSA):

**Security level:**

Equity data	Identified data	
Name	Signature	Date

**5.2 Admissions Reporting**

Office Use Only – Authorisation by Deputy Registrar, Student Admissions:

Security level

Demographic/Competitor reports	Detailed Unit Record (without contact information)	
Managerial/Administrative reports	Detailed Unit Record (with contact information)	
Name	Signature	Date

**5.3 HDR Supervision Reporting for Power User Access**

Office Use Only - Authorisation by Pro Vice-Chancellor (Graduate Research):

Name	Signature	Date
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**6. Office Use Only – Authorisation by PSP**

Office Use Only – Authorisation by Director / Manager, Planning and Service Performance (PSP)

Name	Signature	Date
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