

Requesting Access to RAPID

Access to RAPID requires that the End User satisfy the requirements for access to the Financial Management System (FMS) and the requirements for RAPID.

RAPID - Research Administration Proposal/Project Information Database

RAPID is the LBNL implementation of the PeopleSoft Grants Management Application. In order to have access to RAPID you must be sponsored by your Business Manager and you must complete FMS requirements for access. In addition, new users must complete the RAPID training class entitled "Creating & Managing Sponsored Research Proposals Training". Once the course has been completed, access to RAPID as a "Division Representative", or as it is know in RAPID - the role as a GMDIVREP, must be requested by the division Business Manager. The request is forwarded to RAPIDHelp@lbl.gov. After review, SPO will forward the request to the OCFO/Business Systems Analysis group for action. Separately, the Business Manager must give permission for RAPID security to the division's data. Samples for both requests are below:

SAMPLE Request for Access to RAPID:

To: RAPIDHelp@lbl.gov
From: Business Manager
Subject: Request access to RAPID for _____

I am requesting access to RAPID for Name of User (LDAP and EmplID). Name has completed the required training for access to FMS on Date and RAPID Training on Date.

Please give Name access to _____ Division data in RAPID.

SAMPLE Request for Division Contact Setup in RAPID:

To: RAPIDHelp@lbl.gov
From: Business Manager
Subject: Request access to RAPID for _____

I am requesting Name of User (LDAP and EmplID) to be set up in RAPID Division Contacts as an Administrator for _____ Division. This will allow them to be a Division administrative contact for the proposal.