

**UNIVERSITY OF ROCHESTER
REQUEST TO ESTABLISH A NYS GRANTS GATEWAY USER ACCOUNT**

First Name: _____

Last Name: _____

Suffix (optional): _____

Title: _____

Email: _____

Project Role: _____

Work Address: _____

Work Phone #: _____

Please return completed form to the attention of Laurie Naber at one of the following:

By email: laurie.naber@rochester.edu

Intramural mail: ORPA, RC Box 270140

Fax: (585) 275-9492

It is important to submit this user account request with ample time to ensure approval to access the system. Once approved, you will receive two emails from NoReplyGrantsGateway@budget.ny.gov, one will provide your username and the second will provide your password.