Obtaining departmental view access for Themis Research

The Themis Research (Grants & Contracts) module has been set up to enable users to view any submission, proposal and/or agreement records on which they are named.

If, in relation to your position, you need to view all submission, proposal and agreement records within your department or faculty, you will need to apply for the appropriate research delegation level.

To apply for department/faculty view access

1. Open the Themis web site (www.themis.unimelb.edu.au) and navigate to the Apply for Access screen.

2. Select the Themis Responsibility Application Form link.

3. Enter your central username and password and click the Login button.

The Themis Responsibility Application Form will display.

4. Complete the Personal Details & Department and Budget Unit Details sections of the form.

5. Enter your Grants & Contracts Budget Unit and tick the appropriate checkbox for Department Level or Faculty Level access to Themis Grants and Contracts.

6. Complete the Authorisation by Head of Department/Lvl 2 Delegate section of the form and click the Continue button.

A printable version of the form containing the details you have entered will display.

7. Print the completed form.

8. Read and sign the Declaration section then have the form authorised by your approver.

9. Send or fax (8344 2885) the form to the Themis Service Desk.