

## OFFICE OF GRANT SUPPORT – ALBERT EINSTEIN COLLEGE OF MEDICINE

### New Cayuse User Request Form

**Requests** can be made to **OGS** at [ogs@einsteinmed.edu](mailto:ogs@einsteinmed.edu) to **create new users in Cayuse** by providing the following information:

First Name:	
Last Name:	
**Einstein/Montefiore Username (if applicable):	
*Institution:	
Unit/Department:	
eRA Role in Cayuse:	
Email:	
Position:	

\*Please confirm that the Institution affiliated with this user exists in Cayuse. If the institution does not exist, the Request for New Institution/Sponsor from will need to be submitted along with this New User request.

\*\*Please enter your username used to access the Einstein or Montefiore system to ensure that the Cayuse SP account is linked to the accurate profile.