

ASSISTANT (ASST)	
Account Creator/Delegator	The PI can delegate eSNAP and PPF edit authority. The SO only can delegate eSNAP edit on behalf of the PI.
Creation/Delegation Process	<p><i>For SOs</i></p> <ul style="list-style-type: none"> • Log in to the Commons. • Select “Administration.” • Select “Accounts.” • Search for PI who chooses to delegate edit authority. • Select “Delegate PI (eSNAP edit.)” • Select the ASST(s) from the “Current Institution Users” box. (Note: choice can be a PI or a user with any other role.) • Click Assign=>. <p><i>For PIs</i></p> <ul style="list-style-type: none"> • Log in to the Commons. • Select “Administration.” • Select “Accounts.” • Select “Delegate PI (eSNAP edit)” or “Delegate PI (PPF edit).” • Select ASST(s) from “Current Institution Users” box. (Note: choice can be a PI or a user with any other role.) • Click Assign=>.
Role Privileges	Edit a PI’s PPF and/or eSNAP