

Guidance on the process of extending access to resources for research staff on fixed-term contracts (for a maximum period of 6 months post-end of contract and dependent on department agreement)

1. Before the member of research staff's contract is due to terminate s/he receives a FTC expiry letter from Human Resources that includes an advance warning that s/he will no longer have a @sheffield.ac.uk email account from the date of the contract's termination. The letter will highlight the Staff Leavers page and the fact that the Staff leavers page now contains a link to a webpage within the 'Researcher Portal' site for Research Staff on Fixed-Term Contracts.
2. The Principal Investigator/line manager discusses extended access with the member of research staff, preferably at the FTC expiry meeting. The research staff member **completes Part A of the form** on the 'Researcher Portal' site requesting continued access to resources for a finite 6 month period following the end of their contract. By completing the form the person signs up to the regulations the University stipulates for non-staff to access and use University of Sheffield services:
 - Terms for External account holders www.sheffield.ac.uk/cics/codeofpractice/termexternal
 - Guidance for use of Library resources www.shef.ac.uk/library/licences/licence
3. The research staff provides the form to the PI/line manager for approval. If, in the hopefully rare event, a PI/line manager does not wish to approve extended access, then they have to give a reason for this on the form. In such a case the expectation would be that the research staff member would approach either the Departmental Director of Research and/or the Department's lead administrator.
4. The PI/line manager **completes Part B of the form** and provides this to the academic department's professional administration support team. At this point the research staff's continued access to the shared drive and Google docs needs to be noted by their department and PI/line manager and, where appropriate and if necessary, action taken to remove/restrict the person's access to confidential and sensitive data.
5. The academic department **completes Part C of the form** and provides the completed form (i.e. signed and dated in Parts A, B and C) to the CICS Help Desk team for action.
6. On the final contract day CiCS transfer the account for the member of research staff to a new account type. The account will show the department in which the person last worked and name the PI/line manager as the authoriser [one period of 6 months extended access will be permitted only].

A new Associate UCard is issued.

7. The PI/line manager will inform CiCS (Help Desk - UCards Registration) if the account needs to be terminated prior to the 6 months end date. If no notification is received then 2 weeks before the end of the 6 month extended period the account management system will issue an email to the user warning them of the impending account deletion and giving them instructions for extension.
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