

The Other Support Portal has a delegation feature **available for the UK Pending/Active Support tab**. This feature allows someone other than the faculty member to enter data on this tab only.

Steps for faculty member to take:

- **Log into the Other Support Portal** via your linkblue. Link to Other Support Portal login screen: <https://ris.uky.edu/AdditionalInfo/Dashboard/>.
- Below the Update Support button, is the Delegation feature.

Click on **“Manage Your Delegates”** button on the right.

[Update Other Support](#)

Delegates assisting you [Manage Your Delegates](#)

You have delegated the following colleagues to assist you in completing your project. Only active delegates appear below.

Name	Email	Expires
You currently have no active delegates.		

Requests **Approved:** 0 Requests **Pending:** 0 Requests **Declined:** 0

- On the **“Request a New Delegate”** Screen, **click “Find Employee”** on the left to search for your intended delegate by name, email address, etc. Name searches cannot be truncated. Please use only one type of search: only name or only email, etc. Once selected, **click “Add Delegate”**.

Request a New Delegate

Use this form to generate requests for delegates who can assist with your Other Support.

Delegate [Find Employee](#) **Comments**

Mayfield, Dorie (12629379 · dlma251) You are now a delegate for me! [Add Delegate](#)

Manage Existing Delegates

Use this grid to monitor and remove delegates. If a delegate's access has expired, or you wish for them to reconsider a denied request, first remove them from the grid below.

Name	Confirmation Status	Expiration Date	Comments
You currently have no delegates.			

- Before your intended Delegate is added, **you will need to click “OK” regarding the certification below.**

Add Delegate?
✕



I understand I am granting authority to the intended delegate in order to assist with the completion of Other Support information. I understand the delegate will only have access to those projects in the Other Support portal's "UK: P&A" (Pending and Active) section, and the information contained in this section reflects only projects which are housed at the university via The Office of Sponsored Projects Administration (OSPA). I understand this information is confidential and should only be shared with those whom I have chosen to delegate, my College Grant Officer or Grant Proposal Specialist, and the sponsor requesting the information. I understand all other information that may be required on Other Support should be entered by me.

I understand the delegate authority can be revoked at any time by me, the Office of Sponsored Projects Administration, and/or Research Information Services, with or without my consultation.

I understand the final review, approval, and certification of the completeness and accuracy of the information in the Other Support portal belongs to me and the delegate cannot act on my behalf for this step.

OK
Cancel

- Your intended delegate will appear in “Manage Existing Delegates” below.

Manage Existing Delegates

Use this grid to monitor and remove delegates. If a delegate's access has expired, or you wish for them to reconsider a denied request, first remove them from the grid below.

Name	Confirmation Status	Expiration Date	Comments	
Dorie Mayfield	Pending	05/16/2024	You are now a delegate for me!	✕

Your requested delegate must accept or decline the delegation before this process is complete.

Please remember that a delegate may modify only the “P&A: UK” tab.

Entries on that tab for “Major Goals” and “Overlap” should be completed/vetted by the faculty member rather than the delegate.