



Add/Remove SPARS Users



Instructions

- ✓ The "Add/Remove SPARS User" form is used for SAMHSA Centers (CMHS, CSAP, CSAT), TTA and 988.
- ✓ The grant Project Director (PD), Alternate Project Director (APD), or Authorized Representative (AR) can use this form to request to add and/or remove SPARS users and the grants to which they have access.
- ✓ All fields in Section 1 are required. Please complete Sections 2 and/or 3, depending on the nature of your request. Handwritten and missing information will result in a delay and may result in errors.
- ✓ The PD, APD (for CMHS grants), or AR (for CSAT grants) must submit this completed form to the SPARS Help Desk email - SPARSHelpDesk@mathematica-mpr.com. The Help Desk can process requests submitted by these three grant roles only. Therefore, the PD must be the person already named so under eRA Commons and the person named APD or AR can submit a request to add/remove users only once the PD has requested these roles for them.

1. Grant Information (please refer to your Notice of Award document to obtain this information, if necessary)

Date Form Completed	Enter mm/dd/yyyy				
SAMHSA Center (click all that apply)	Center for Mental Health Services (CMHS)	Center for Substance Abuse Treatment (CSAT)	Center for Substance Abuse Prevention (CSAP)	Training and Technical Assistance (TTA)	988
Grant ID (or Award #)					
Program Code - For CSAT Grantees Only					

2. Request to Add Users to SPARS/Grant for All Centers

User(s) to Add to SPARS All fields in this column are required		CMHS/CSAT Grantees – indicate Access Type and Role		CMHS Grantees only – Enter city and then select the state for each user with edit/view access	
		Access Type	Role		
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>				
Phone	<input type="text"/>				
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>				
Phone	<input type="text"/>				
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>				
Phone	<input type="text"/>				

3. Request to Remove Users from Grant (use the email address that is registered with SPARS, if known)

Name	<input type="text"/>	Name	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>



Grant PD, APD (CMHS), or AR (CSAT):

Please email this completed form to the SPARS Help Desk - SPARSHelpDesk@mathematica-mpr.com