

RASS ACCESS REQUEST FORM

NetID: _____ **Name:** _____ **Dept/Center:** _____

Add New User Update Current User Access Remove User Access

KFS Access: Access to accounting information is done separately. The request form is available at:
<https://confluence.cornell.edu/pages/viewpage.action?spaceKey=KFSIMPL&title=KFS+Access+Requests>

Requesting Access to Unit(s)

All Cornell Please explain need:

NOTE: All Cornell Access Requires Approval by the Director of OSP

College/Department/Section/Center

Unit Type Unit Name KFS Org Code

Access level: <i>(required - select one)</i>	Recipient of Tasks/Notifications <i>(optional - select applicable)</i>	Recipient of Distributions <i>(optional - select applicable)</i>
View	Sponsored Projects Proposals	Sponsored Projects
View with Attachments	Sponsored Projects Awards	Subawards
Edit	Subaward Proposals	Non-financial Agreements
	Subaward Agreements	
	Non-financial Agreements	

Conflict of Interest (COI) *(optional - select if applicable)*

Conflict of Interest (COI) Reporting Access

Additional instructions or comments:

I understand that the use of information acquired from the Research Administration Support System (RASS) and associated accounting information is confidential, and is to be used only for official purposes, not for personal or illegal advantage. I agree to disclose information only on a need-to-know basis and only when authorized to do so. I understand that misuse of information will be subject to disciplinary action.

RASS User:
Dept/Center Authorizer:
OSP Director, if applicable