**RASS Access Request Form**

**Instructions**

This form is to be completed by the person who needs access to the Research Administration Support System (https://rass.cornell.edu). The form may also be used to modify or remove access. If you are changing positions within Cornell that requires dropping one set of permissions and granting a new set, provide details in the “Additional instructions or comments” section.

* **All Cornell**: Access will normally be limited to those persons in departments that have campus-wide responsibilities. An explanation is required. (NOTE: All Cornell Access will also require approval of the Director of OSP.)
* **College/Department/Section/Center:** Access gives the ability to view project information for the PIs of the college/department/section/center org codes within a college or other university unit. The 4-character KFS Org Code should be provided to assure the correct unit is identified.

**Access Level:** Access may be granted at one of the levels listed on the form. Please select one of the 3 options:

* **View** – view only access to project records. Access to project documents not included.
* **View with attachments** – view access to project records, including project documents.
* **Edit** – full access to project and project documents, as well as the ability to create, submit, and edit project records.

**Recipient of Tasks/Notifications/Distributions:** Indicate if the person requesting access should be a recipient of system generated task/notification messages and finalized project agreement distributions for the various topic areas of projects. This is optional and should be based on a person’s job. You may choose as many as relevant to the person’s responsibilities.

**Conflict of Interest Reporting:** If the person requesting access will be responsible for confirming and/or reviewing the conflict of interest status of their unit’s personnel, please check the box. Request for this access is optional and should be based on the person’s job responsibilities.

A periodic review of users should be performed by each department to identify changes. However, if you change departments or leave the University we request that you submit a form to modify or delete your 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>

Please call (607) 255-5014 or email rass@research.cornell.edu with any questions.

Please email the completed and signed form to: rass@research.cornell.edu.