

## RASS Access Request Form

NetID: \_\_\_\_\_ Name: \_\_\_\_\_

Dept/Unit: \_\_\_\_\_ Address: \_\_\_\_\_

Add New User     Replace Current User Info     Add to Current User Info     Delete Current User

Access to accounting information for the levels below is done separately. The request form is available at:  
[KFS Access Request \(https://confluence.cornell.edu/pages/viewpage.action?spaceKey=KFSIMPL&title=KFS+Access+Requests\)](https://confluence.cornell.edu/pages/viewpage.action?spaceKey=KFSIMPL&title=KFS+Access+Requests)

NOTE: All Cornell Access Requires Approval By the Director of OSP.

**All Cornell**      Please explain:

OSP Director Signature

**College**      College Name      Org Code (e.g. 0100)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department**      Department Name      Org Code (e.g. 0127)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

	Signature	Printed Name	Date
User	_____	_____	_____
Dept. Authorizer	_____	_____	_____

# RASS Access Request Form

## Instructions

This form is to be completed by the person who needs access to the data warehouse for their daily work activities. Access will be gained through 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, submitting two copies of the form can most easily do this.

Access may be granted at one or more levels defined in the form.

**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 requires approval of the Director of OSP)

**College:** Access gives the ability to view proposal and award information for the PIs for the department/section org codes within a college or other university unit. The 4 character KFS Org Code should be provided to assure the correct college or unit is identified.

**Department:** Access gives the ability to view proposal and award information for the PIs within a department/unit for that org code. The 4 character KFS Org Code must be provided to assure correct department is identified.

A periodic review of users will 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. Please call (607) 255-5014 or email [rass@research.cornell.edu](mailto:rass@research.cornell.edu) with any questions. Please email the completed and signed form to: [rass@research.cornell.edu](mailto:rass@research.cornell.edu).