

# Sponsored Projects Data Warehouse Access Request Form

NetID \_\_\_\_\_

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

Dept. \_\_\_\_\_

Address: \_\_\_\_\_

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

For the below levels, access to the accounting information is done separately. The request form is available at: <https://confluence.cornell.edu/display/KFSIMPL/KFS+Access+Requests>

**All Cornell**      Please explain \_\_\_\_\_  
 \_\_\_\_\_

**College**      College name      Org Code (eg 0100)  
 \_\_\_\_\_      \_\_\_\_\_  
 \_\_\_\_\_      \_\_\_\_\_

**Department**      Department name      Org Code (eg 0127)  
 \_\_\_\_\_      \_\_\_\_\_  
 \_\_\_\_\_      \_\_\_\_\_

For the below levels, access to the accounting information is automatic. Access at these levels must have PI approval. (Electronic approval will be available in the future)

**PI**      Principal Investigator name      Netid  
 \_\_\_\_\_      \_\_\_\_\_  
 \_\_\_\_\_      \_\_\_\_\_

**Project**      OSP number:  
 \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
 \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

**Sponsored Projects Brio Access –Training is required for Brio access. Register for an upcoming class at <http://www.research.cornell.edu/Registrations/Workshops/Brio/registration.cfm> or send e-mail to [osp\\_whs\\_feedback@cornell.edu](mailto:osp_whs_feedback@cornell.edu)**

Additional instructions or comments

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

I understand that the use of information acquired from the sponsored projects data warehouse 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
<b>Requester</b>	_____	_____	_____
<b>PI (if required)</b>	_____	_____	_____
<b>Dept. Authorizer</b>	_____	_____	_____

## **Sponsored Projects Data Warehouse Access Request Form Instructions**

This form is to be completed by the person who needs access to the sponsored projects data warehouse for their daily work activities. Access will be gained through the Sponsored Projects Portal (<http://portal.research.cornell.edu/>) and/or the GQL reporting tool. 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. For example a person might be granted access for an entire department plus one principal investigator in a second department.

All Cornell: Access will normally be limited to those persons in departments that have campus-wide responsibilities. An explanation is required.

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

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

PI: Access gives the ability to view proposal, award and accounting information for specific PIs. Accounting information will include subaccounts in other departments.

Project: Access gives the ability to view proposal, award and accounting information for specific projects. Accounting information will include subaccounts in other departments.

Sponsored Projects Brio Access: Use of Brio to access the Sponsored Data Warehouse for adhoc reporting can be requested by checking this box. Before access is granted training is required. You will be placed on the training wait list and receive email notification before the next workshop. Please note, this training is different from ADW Brio training.

A periodic review of users will be sent to 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 [osp\\_whs\\_feedback@cornell.edu](mailto:osp_whs_feedback@cornell.edu) with any questions.

Please email the completed and signed form to: [osp-help@cornell.edu](mailto:osp-help@cornell.edu).