

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: http://www.accounting.cornell.edu/Account_Security.cfm

All Cornell Please explain _____

College College name

Department Department name Dept Acct Code (eg E74)

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 – Check this box to request access through Brio. Training is required. Please note - this training is different from ADW Brio training.

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
Requester	_____	_____	_____
PI (if required)	_____	_____	_____
Dept Authorizer	_____	_____	_____

Sponsored Projects Data Warehouse Access Request Form Instructions

This form is to be filled out 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.

Department: Access gives the ability to view proposal and award information for the PIs within a department and accounting information for that department code.

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.

Send questions to: mailto:osp_whs_feedback@cornell.edu or call 255-5014.

Mail the completed and signed form to:

Sue Edwards
Office of Sponsored Programs
373 Pine Tree Road