**FORM 10 (PROPOSAL ROUTING AND APPROVAL FORM) - INSTRUCTIONS**

Form 10 is designed to be completed electronically. Form 10 can be printed, however, not all field content or entered data will print due to character limits.

**Digital signatures are encouraged**. OSP also accepts inserted images, click and drawn and scanned PDF’s as well as email acknowledgement with the completed Form 10 attached. Follow the prompts in the signature box to create a digital signature.

OSP Number – Assigned by OSP. Provide for all revisions, renewals or other changes to existing projects or proposals.

- **Revision** – Request for a change in the awarded budget, F&A, cost share, compliances or key personnel.
- **Renewal** – Request for additional funding and time on an existing project (e.g. NIH competitive renewal).
- **Other** – e.g. Supplement (Request for additional funds within the term of an award that were not included in the original submission) or any change to information on a previously approved Form 10.

Principal Investigator (PI)

- If the PI or Co-PI is not a full time member of the faculty, approval to serve as PI is required. Submit a Form 5 at least five (5) working days prior to the sponsor deadline. See Cornell’s [PI Eligibility Policy](#).

Function

- Refer to [OSP Function Code Descriptions](#) and [KFS Higher Ed Function Codes](#). Contact your administrator, Sponsored Financial Services or OSP for assistance. The code determines the F&A rate.

F&A/Indirect Costs:

- If the rate is not Cornell’s [full rate](#), or if the proposal includes multiple rates, explain why.

Cost Sharing

- **Mandatory**: Funds *required* by the sponsor as a condition of obtaining the award.
- **Voluntary**: Funds committed to a project that are *not required* by the sponsor however, are quantified in the proposal and are binding commitments.

Subawards or Other Resources Specified in the Proposal

- **Subawards** – a portion of the award that will be allocated to an external organization (see [Subaward Proposal](#)).
- **Restricted Access Data Sets** – Data from external organization where access controls are required. Contact your dept/college for approval and documentation of any extraordinary expenses or commitments for:
  - **Expanded network, unusual equipment** with special space/other requirements, or **renovation/additional space**.

Human Participants, Animal Use, r/SNA, GMOS, Biological Agents and Toxins

- Approval is generally not required at the time of proposal (check sponsor guidelines) but is always required before OSP can accept an award and release funds. Please initiate the protocol review process accordingly.
- **Radiation**: Contact the [Radiation Safety Office](#) to obtain the appropriate permits for your research.
- **Hazardous Chemicals**: Contact [EH&S](#) at 255-8200 for additional information and guidance.
Submission Timeline

OSP requests that researchers submit all proposal documentation at least 5 full business days prior to the sponsor’s proposal submission deadline. This processing time enables OSP to review the materials to ensure compliance with institutional policies, federal regulations, sponsor requirements, and to resolve any problems that might negatively impact proposal submission, acceptance by the sponsor, and the subsequent negotiation of the award. Proposals submitted less than 2 full business days prior to the sponsor deadline will be submitted to the sponsor without review. The risk of having a proposal rejected by the sponsor, or of OSP being unable to submit, increases when the proposal is submitted to OSP less than 2 days in advance of the sponsor deadline. Review the details of OSP’s review process.

Approvals

OSP accepts digital signatures, inserted images, click and drawn, and scanned PDF’s as well as email acknowledgements in lieu of original signatures. In the case of an email acknowledgement, attach the completed Form 10 to the email and indicate “I approve” in the body of the email.

Unit administrators should collect and collate all approvals into one document and forward to OSP.

The following approvals are required:

- PI and all Co-PIs, their home department Chair or Center Director or Director of Extension, and the Chair/Director of the administering department/center if different from home department.
- Dean, Provost, or Vice Provost/President if providing cost sharing beyond standard 50% GRA tuition or as required by College
- College of Arts and Sciences Dean if the proposal includes faculty leave or release time.