

This Form is to be used by the college to authorize those staff members of the Grants Office who require Preparer or Approver access in the Contracts Module in the Research Foundation's Contract Manager System. Once activated in the Contracts Module, authorized users have the ability to create and submit contract transactions to the Research Foundation in accordance with the role assigned (Preparer or Approver). These roles are explained further below.

Preparers: Authorized Preparers are granted administrative access only to create contract transactions in the Contracts Module, and submit them to designated Approvers for final review, approval and submission to the RF for processing.

Approvers: Authorized Approvers can both create and submit contract transactions to the Research Foundation for processing, as well as review and approve contract transactions created by the authorized Preparers in their Grants Office.

Approvers should be those users in the Grants Office who are authorized to do the following:

- Give college approval for the RF to enter into an agreement and accept a project on behalf of the college;
- Act on the behalf of the college President in requesting Research Foundation forward funding for the project;
- Authorize Cost Sharing/In Kind Contributions for a project on behalf of the college.

In the table below, please list all Preparers and Approvers who will be creating and submitting contract transactions for your college to the RF. Please have the form signed by the College President, Provost or their designee, and email the signed form to legalaffairs@rfcuny.org.

PREPARERS		APPROVERS	
NAME	USERID	NAME	USERID

CUNY College/Unit: _____

Prepared by: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

College Authorization by President, Provost or their designee:

By signing below, I authorize the users and roles listed above for the purposes of preparing and approving contract submissions to the Research Foundation of CUNY by the Contract Manager System:

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____