

**College of Agriculture and Life Sciences
Cornell University
Office of Sponsored Research
Form 10 Addendum**

Institutional Review Only Proposal Submission Agreement

The CALS Office of Sponsored Research (CALS OSR) strives to facilitate the processing of proposals in an efficient and expeditious manner. In order to adequately process proposals, CALS OSR requests that researchers submit all documentation and other materials **at least (5) full business days**** prior to the sponsor's proposal submission deadline. This processing time will enable the CALS OSR Grant and Contract Officer 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.

1. This proposal, entitled " _____ " intended for submission to _____ is provided to CALS OSR for review **less than (5) full business days**** before the sponsor required submission date and time.
2. In accordance with the CALS OSR Proposal Review Process, CALS OSR will only review the Form 10, the proposal, and any related materials to ensure that, as an institution, Cornell University is complying with any certifications and/or representations made to federal and/or state government departments and/or agencies with regard to this proposal.
3. In order to assist CALS OSR in making such certifications and/or representations, in addition to the assertions included in the "Compliance Certifications" section of this Form 10, you and the authorized department/center/unit representative identified below assert that, to the best of your knowledge a) the proposal documentation meets all sponsor requirements and university policies, b) you are complying with applicable federal and state regulations, and c) the proposal is ready for formal submission to sponsor.
4. You and/or your Department agree to assume full responsibility for any budget errors and any other financial discrepancies resulting from the submission of this proposal and potential subsequent award.
5. You and/or your Department acknowledge that there may be a risk that any of following may occur:
 - a) The proposal document and the related proposal guidelines and/or solicitation may contain terms and conditions that may be non-negotiable and, if not resolved, may require Cornell to either withdraw the proposal or reject a future award.
 - b) CALS OSR will not submit the proposal if it cannot comply with the necessary institutional certifications or representations.

By signing this agreement dated _____ I hereby agree to all of its terms and conditions.

Signed and Agreed to by:

Principal Investigator (signature) / Date

Authorized Department/Center Representative /Date

*Authorized Unit Representative / Date

****Include signature of Authorized Unit Representative (College or OVPR) only if PI is also the Authorized Department/Center Signatory.***

***** A full business day is an official Cornell work day between 8:00am and 5:00pm.***