

New Form 10 and Non-Financial Agreement (NFA) Routing Forms Announcement

Fewer forms and more options for signing

The Office of Sponsored Programs has released a new, shorter version of the Form 10 (Proposal Routing and Approval Form) and a new NFA Form (Non-Financial Agreement Routing and Approval Form). Both forms ask only for the minimum information needed to handle proposals and non-financial agreements.

The Form 10 will be used for financial proposals only. It has been revised to incorporate PHS required proposal certifications and OSP's proposal review guidelines. With this change the Form 10 Addendum and PHS Form 10 Addendum are no longer required and should not be requested or submitted.

The NFA form will be used for Material Transfer Agreements (MTAs), Non-Disclosure Agreements (NDAs) and Data Use Agreements (DUAs – also known as RADS) and other non-financial agreements. The NFA form replaces the current MTA Statement and Form 10 for these non-financial agreements.

The shortened forms are form-fillable PDFs with drop down menus where appropriate.

Forms can be signed by the required signatories:

- 1) digitally or
- 2) by inserting an image or
- 3) by clicking and drawing or
- 4) manually or
- 5) via email affirmation with the completed Form 10 attached

Signatures can be collected concurrently on separate copies of the form; one document with all signatures is not required. Unit administrators should collate all required approvals into one document and send to OSP. No follow-up signature or paper copy is required and should not be requested.

This is a low-tech interim solution that does not provide automated routing and approval. We don't want to introduce yet another routing system at this time because there is a project underway to identify and implement a full-service research administration system that will provide this function. In the meantime, we hope that these revised forms will be easier to complete, sign and route.

Summary of Changes

Form Type	Previous	New
Form 10	All proposals and agreement types	Financial proposals only
Form 10 Addendum	For proposals submitted < 2 days before deadline	Discontinued
Form 10 PHS Addendum	PHS proposals	Discontinued
Non-Financial Agreement (NFA) Form	NA	Material Transfer (MTA) Non-disclosure (NDA) Data Use (DUA or RAD) Other non-financial
MTA Statement	MTAs	Discontinued

You can find the new Forms and related instructions here:

<https://www.osp.cornell.edu/Forms/form10/default.html>

Thanks to the faculty and staff who contributed their time and expertise to the development and testing of these forms. Your advice was invaluable.

Please send feedback and/or questions to osp-help@cornell.edu.

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Director, Office of Sponsored Programs