Technology Risk Assessment

Cornell University expects all stewards and custodians of information technology (IT) systems and services to develop, manage, and use those systems and services in a manner consistent with the university's requirements for data security, data confidentiality, and business continuity. In support of this charge, Cornell has developed an IT Governance Framework based on formal policy and delegated responsibilities.

End User Responsibilities

1. Review the IT Governance process at https://it.cornell.edu/itgovernance and take appropriate action. Contact pmo@cornell.edu with questions.
2. Prior to the purchase of cloud services or software, complete the Technology Risk Assessment form. Contact your IT Service Group (ITSG) representative for assistance with completing the form or with questions. For a listing of ITSG representatives, see https://it.cornell.edu/it-service-groups.
3. Once you receive an email with the IT Security Office’s (ITSO’s) approval to proceed with the purchase, attach the ITSO email to your I Want Doc or attach it in Image Now with your procurement card (pcard) receipt.
4. For additional information, please contact the ITSO at security@cornell.edu.

Approval Process Required before Buying

Before purchasing cloud services or software to be used on a Cornell-owned device, you are required to submit a Technology Risk Assessment (TRA) request form, even if you have completed the IT Governance process.

After you submit a TRA request, ITSO will conduct an assessment to determine if any additional processes or reviews will be required (i.e., a full Technology Risk Assessment, export control terms, web accessibility, GDPR, or contract review). Generally, the ITSO review will be completed within 1-2 business days after submission. If a full review is necessary, the average turnaround time is 2-4 weeks.

For additional information on the security assessment process, refer to CIT’s website at https://it.cornell.edu/support-provider-security/security-assessment.

Buying Cloud Services or Software After You Receive ITSO Approval

After completing the TRA form and receiving approval to proceed from the ITSO, you may proceed with purchasing Cloud Services, Software as a Service (SaaS), or Software as follows:

- Must be purchased on a purchase order when there is a contract that requires a signature, e.g., vendor contract, export control terms, vendor terms and conditions
- May be purchased on a procurement card (pcard) when there is a “click-through” online agreement
- Must attach the ITSO approval email to the I Want document, requisition, or procurement card document

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1. PCard edoc (PCDO) processing
   a. If the TRA process was completed, attach the ITSO email to the PCDO, then proceed with normal process
   b. If the TRA process was not completed, then have end user complete the process and attach the ITSO approval email to the PCDO

2. I Want Document processing
   a. If a contract is attached (regardless of dollar amount), the order must be processed on a requisition and marked as line item restricted to ensure routing to Procurement. The requisition must comply with the requirements above, i.e., ITSO TRA email attached or confirmation that software included on CIT’s Software Approved for Purchase list
   b. If no contract is attached, then proceed with the standard process based on dollar amount after ensuring that TRA requirements above have been met