



Canada Research Chair Account:

PI FC Number assigned: _____

PI CC Number assigned: _____

(for administrative use only)

1. ADMINISTRATIVE DATA

Contact Person:	Reference FC (if available):
Email Address:	Date:
FC Manager (AMS Userid):	Phone:
Faculty / Division:	PI Personnel Number:
Address:	

2. COMPLETE TO CREATE FUNDS / COST CENTER

FC Name:	<i>Enter the Funds Center Name (e.g. PI LastName, FirstName. Maximum characters, including spaces = 20)</i>		
FC Description:	<i>Enter the Funds Center Description (e.g. PI LastName, FirstName. Maximum characters, including spaces = 40)</i>		
Parent FC:	<i>A Parent FC must be identified</i>	Department:	
Type of CC Required:	<input type="checkbox"/> PI CC (6 digit - 2xxxxx)	<input type="checkbox"/> Departmental (5 digit - 2xxxx)	
CC Group:	G	NEW CC Group Required:	<input type="checkbox"/>

3. COMPLETE TO CREATE NEW CC GROUP

Parent Node:	N
CC Group Description:	<i>Enter the Description for the CC Group (Maximum characters, including spaces = 40)</i>

ADMINISTRATIVE MANAGEMENT SYSTEM (AMS) ACCESS

If you have a Role Based Authorization automated hierarchy that contains this new FC or CC, AMS will automatically add it to your account within approximately three days after creation. To request an automated hierarchy that contains this new fund centre or cost centre, complete the FC & CC Hierarchy Add/delete form.

Users who do not have an automated hierarchy will have to notify AMS to manually add this newly created FC or CC to their account. To add a single fund centre or cost centre to your AMS account, complete the Single FC&CC Add/Delete form.

4. AUTHORIZATIONS

Applicant Name _____	Manager Name _____
Signature _____	Signature _____

FOR ADMINISTRATIVE USE ONLY

Assigned by: _____

Faculty/Division Notified:

Date: _____

Date: _____