



New Activity

*Restricted
or
Other
[Enter a ticket
in Aggie
Service Desk](#)

*Restricted sponsored awards route Research Administration Services (RAS) through ARGIS. Financial Aid, Federal/County/Local appropriations submit through NMSU SPA Work flow.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Requestor Name: _____ E-mail Address: _____

Phone: _____ Department: _____ Campus Box: _____

SECTION 2: REQUEST DETAILS

1. **Title:** (Description - 35 characters) _____

2. **Effective Date:** (mm/dd/yyyy) _____

3. **Purpose of new activity:**

4. Associated:			
Fund #:		Fund Name #:	
Org #:		Org Name #:	
Program #:		Program Name:	
Location #:		Location Name:	

SECTION 3: APPROVAL

Printed Name: _____ Signature: _____ Date: _____

Principal Investigator Dean / VP / CC President Designee

SECTION 4: REVIEW AND APPROVAL

Printed Name: _____ Signature: _____ Date: _____

SECTION 5: INTERNAL DEPARTMENT USE ONLY

Activity Number: _____ Index Number: _____

Processed by: _____ Date: _____