



New Index

*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. **Index Title:** (35 Characters) _____

2. **Effective Date:** _____

3. **Purpose of New Index:**

4. This New Index is associated with the following:			
Fund #:	_____	Fund Name:	_____
Org #:	_____	Org Name:	_____
Program #:	_____	Program Name:	_____
Activity #:	_____	Activity Name:	_____
Location #:	_____	Location Name:	_____

SECTION 3: APPROVAL

Printed Name: _____ Signature: _____ Date: _____

Principal Investigator Dean/VP/CC President Designee **OR** For Aggie Service Center Units Dept Head/Dir Principal Investigator

SECTION 4: REVIEW AND APPROVAL

Printed Name: _____ Signature: _____ Date: _____

SECTION 5: INTERNAL DEPARTMENT USE ONLY

Index Assigned: _____

Approved By: _____ Date: _____

Entered by: _____ Date: _____

Existing Resitricted Grant Number: _____

OGC #: _____