



New Index

ROUTING

Restricted Fund, route to MSC SPA Unrestricted Fund, route to MSC CAR

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: *If the program code is research (rolls up to 16), you must complete page 2.

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

SECTION 4: OFFICIAL APPROVAL

Fiscal Monitor Printed Name: _____ Signature: _____ Date: _____

Reviewed by Printed Name: _____ Signature: _____ Date: _____

SECTION 5: INTERNAL DEPARTMENT USE ONLY

Index Assigned: _____

Fiscal Monitor: _____ Date: _____

Entered by: _____ Date: _____

Existing Resitricted Grant Number: _____

OGC #: _____

To help us accurately report information to the National Science Foundation, if Program Code is Research, please complete the following:

1. Source of Funding (check only one)

- A. U.S. Federal Government:** Any Agency of the United States Government. (Restricted funds only.)
- B. State and Local Government:** Any State, County, Municipality, or Local Government entity in the United States, including State Health agencies. Include State Funds that support R&D at Agricultural and other Experiment Stations. (Restricted funds only.)
- C. Business:** Domestic or Foreign Nonprofit Foundations or Organizations. (Restricted funds only.)
- D. Nonprofit Organizations:** Domestic or Foreign Nonprofit Organizations. (Restricted funds only.)
- E. Institutional Funds:** Institutionally financed organized research.
- F. Other:** Other sources not reported above, such as funds from Foreign Governments.

2. Type of Research (check only one)

- A. Basic research:** Research undertaken primarily to acquire new knowledge without any particular application or use in mind.
- B. Applied research:** Research conducted to gain the knowledge or understanding to meet a specific, recognized need.
- C. Development:** The systematic use of the knowledge or understanding gained from research directed toward the production of useful materials, devices, systems or methods, including the design and development of prototypes and processes.

3. Field of Science (check only one)

A. Engineering

- A1 Aeronautical
- A2 Bioengineering/Biomedical
- A3 Chemical
- A4 Civil
- A5 Electrical
- A6 Mechanical
- A7 Metallurgical
- A8 Other

B. Physical Sciences

- B1 Astronomy
- B2 Chemistry
- B3 Physics
- B4 Other

C. Environmental Sciences

- C1 Atmospheric
- C2 Earth Sciences
- C3 Oceanography
- C4 Other

D. Mathematical Sciences

E. Computer Sciences

F. Life Sciences

- F1 Agricultural
- F2 Biological
- F3 Medical
- F4 Other

G. Psychology

H. Social Sciences

- H1 Economics
- H2 Political Science
- H3 Sociology
- H4 Other

I. Other Sciences

N. Non-Sciences

- N1 Education
- N2 Law
- N3 Humanities
- N4 Visual & Performing Arts
- N5 Business and Management
- N6 Communication, Journalism, Library
- N7 Social Work
- N8 Other

4. For Unrestricted Research Only (check only one)

- A. Organized Research:** Funding that is derived from institutional funds (e.g., gifts, endowment income, interest income, technology licensing income, operating budget, etc.) through a competitive application and award process, and when the research activity has the same general characteristics of an externally sponsored research project.

Funds provided by the University that are used to cover costs committed and incurred on behalf of an externally sponsored project.

- B. Departmental Research:** Any research and development activity that does not meet the criteria of Organized Research. Examples include:
 - 1) New faculty start up funds which are provided on a non-competitive basis
 - 2) University support of faculty salaries for non-sponsored research