



# Title Change (Index/Fund/Org\*/Acct/Prgm/Activity)

The purpose of this form is to change the title of any FOAPAL element. For reporting purposes, all title changes will have an effective date of when the request is processed. \*This form can only be used to change the title of a **non-hiring org**. FOAPAL elements only allow 35 characters (includes spaces).

**\*Restricted requests submit to:**

- Plant request route to SPA at [spa\\_plant@nmsu.edu](mailto:spa_plant@nmsu.edu)
- Sponsored awards route to Research Administration Services (RAS) through ARGIS
- Financial Aid, Federal/County/Local appropriations, submit through NMSU SPA Work Flow
- Gift or Endowment route to Foundation [giftacct@nmsu.edu](mailto:giftacct@nmsu.edu)

## SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): \_\_\_\_\_ Requestor Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Department: \_\_\_\_\_

## SECTION 2: REQUEST DETAILS **All titles are a max of 35 characters**

1. \_\_\_\_\_ #: \_\_\_\_\_  
 Current Title: \_\_\_\_\_ New Title: \_\_\_\_\_  
 Purpose for changing title: \_\_\_\_\_
2. \_\_\_\_\_ #: \_\_\_\_\_  
 Current Title: \_\_\_\_\_ New Title: \_\_\_\_\_  
 Purpose for changing title: \_\_\_\_\_
3. \_\_\_\_\_ #: \_\_\_\_\_  
 Current Title: \_\_\_\_\_ New Title: \_\_\_\_\_  
 Purpose for changing title: \_\_\_\_\_

## 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 USE ONLY

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_