

## New Activity Request

New activity codes are requested for temporary events on campus. An example is a concert at the Pan American Center. Please submit to Accounting and Financial Reporting for processing MSC AFR.

1. Enter the **Title** of the new activity. *No more than 35 characters long*
2. Enter the **Effective Date** of the activity.
3. Enter the **Purpose** of the new activity.
4. Enter the associated
  - Fund #** and **Fund Name**
  - Org #** and **Org Name**
  - Program #** and **Program Name**
  - Location #** and **Location Name**

**\*If the program code is research and rolls up to 16, you must complete pages 3 and 4.**  
(Needed to update information on existing funds.)
5. The person preparing the request should print their name and sign.
6. Enter prepared **Date**, and the preparer's **Email** and **Phone Number**.
7. **Dept. Head/Director/Dean** name and signature.
8. Submit your request to **Accounting and Financial Reporting MSC AFR**.

New Mexico State University  
New Activity Request Form

1. Title: (35 Characters) \_\_\_\_\_

2. Effective Date: \_\_\_\_\_

3. Purpose of new activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Associated:

\*If the program code is research and rolls up to 16, you must complete pages 3 and 4.

Fund #: \_\_\_\_\_

Fund Name #: \_\_\_\_\_

Org #: \_\_\_\_\_

Org Name #: \_\_\_\_\_

Prog #: \_\_\_\_\_

Prog Name: \_\_\_\_\_

Loc#: \_\_\_\_\_

Loc Name: \_\_\_\_\_

5. Prepared by: \_\_\_\_\_ Signature: \_\_\_\_\_

6. Date: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

7. Dept. Head/Director/Dean: \_\_\_\_\_ Signature \_\_\_\_\_

*Note: A New Activity number and a New Index will be created with this form.*

Business Office Use Only

Activity Number: \_\_\_\_\_ Index Number: \_\_\_\_\_

Fiscal Monitor: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

To help us accurately report information to the National Science Foundation, please indicate the following for all restricted and unrestricted Research Program Codes that roll up to 16:

**1. Source of Funding (check only one)**

- A. **U.S. Federal Government:** Any Agency of the United States Government.
- 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.
- C. **Business:** Domestic or Foreign Nonprofit Foundations or Organizations.
- D. **Nonprofit Organizations:** Domestic or Foreign Nonprofit Organizations.
- 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

**F. Life Sciences**

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

**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

**B. Physical Sciences**

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

**G. Psychology**

**C. Environmental Sciences**

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

**H. Social Sciences**

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

**D. Mathematical Sciences**

**I. Other Sciences**

**E. Computer Sciences**

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