

New Index Request

This form is to request a New Index with FOAPAL elements that already exist.

1. Enter the **Title** of this new index. – No more that 35 characters long
2. Enter the **Effective Date**.
3. Enter the **Purpose** for this new index.

4. Enter:

Fund # and **Fund Name**

Org # and **Org Name**

Program # and **Program Name**

Activity # and **Activity Name** (if applicable)

Location # and **Location Name** (if applicable)

These elements must already exist. If not then fill out the corresponding form for the element needed and that will give you the element needed plus a new index.

***If the program code is research (rolls up to 16), you must complete page 3 and 4.**

5. The person preparing the request should **print** their **name** and **sign**.
6. Submit request to **Sponsored Projects Accounting** if the associated fund is sponsored award- **MSC SPA** otherwise submit request to **Accounting and Financial Reporting MSC AFR**.

Routing
Restricted Fund to MSC SPA
Unrestricted Fund to MSC AFR

NEW MEXICO STATE UNIVERSITY
NEW INDEX REQUEST

If you are changing a FOAPAL element on an existing index, then fill out the "Index Change Request"

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 pages 3 and 4.

Fund #: _____ Fund Name: _____

Org #: _____ Org Name: _____

Program #: _____ Program Name: _____

Activity #: _____ Activity Name: _____

Location #: _____ Location Name: _____

5 . Prepared by: _____ Signature _____

6 . Date: _____ E-mail: _____ Phone #: _____

OGC Use Only
Existing Restricted Grant Number: _____

OGC #: _____

BUSINESS OFFICE USE ONLY

Index Assigned: _____	
Fiscal Monitor: _____	Date: _____
Entered 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