



Canada Research Chair Account:

CC Number or CC Node/Group assigned:
(for administrative use only)

1. ADMINISTRATIVE DATA

Contact Person:	Reference CC (if available):
Email Address:	Date:
CC Manager (AMS Userid):	Phone:
Faculty / Division:	
Address:	

2. COMPLETE TO CREATE COST CENTER

CC Name:	<i>Enter the Cost Center Name (e.g. Faculty, Department CC Name. Maximum characters, including spaces = 20)</i>
CC Description:	<i>Enter the School/Division (e.g. Faculty, Department CC Description. Maximum characters, including spaces = 40)</i>
Business Area Code:	
CC Group: G	NEW CC Group Required: <input type="radio"/> Yes <input type="radio"/> No
Funds Center Link:	

3. COMPLETE TO CREATE NEW CC NODE/GROUP

Parent Node: N
CC Node/Group Description: <i>Enter the Description for the NEW CC Node/Group(Maximum characters, including spaces = 40)</i>

ADMINISTRATIVE MANAGEMENT SYSTEM (AMS) ACCESS

If you have a Role Based Authorization automated hierarchy that contains this new FC or CC, AMS will automatically add it to your account within approximately three days after creation. To request an automated hierarchy that contains this new fund centre or cost centre,

Users who do not have an automated hierarchy will have to notify AMS to manually add this newly created FC or CC to their account. To add a single fund centre or cost centre to your AMS account,

4. AUTHORIZATIONS

Applicant Name _____	Manager Name _____
Signature _____	Signature _____

FOR ADMINISTRATIVE USE ONLY

Assigned by:

Faculty/Division Notified:

Date:

Date: