



OPAM New/Revised Org Contact Form

Purpose. To ensure that Org contact information is properly entered in all OPAM databases, please submit this form whenever the creation of a new Org is requested from Corporate Financial Services (CFS). Note that in order to be used on sponsored projects, a new Org must also be set up by Human Resources (HR).

NEW/REVISED ORG INFORMATION

New Revised – Replacing _____

Org Name: _____ Org Number: _____

Preparer's Name: _____

ORG CONTACT ROLE DEFINITIONS

Instructions: Below is a hierarchical listing of officially defined org contact roles in OPAM-maintained databases. Org contact roles are used in OPAM reporting and in updating OPAM distribution lists for interoffice communications. Please provide the name of the appropriate org contact for each role.

Academic / Faculty Contacts

Contact: _____
School or Unit Head (SUH). Individual responsible for programmatic, managerial, administrative and fiscal operations for designated area, such as a dean of a school or director of a center/institute.

Contact: _____
Department Chair (DC). Individual responsible for programmatic, managerial, administrative and fiscal operations for a department. Reports to school dean or unit director. Some units do not have departments.

Contact: _____
Division Head (DH). Individual responsible for programmatic, managerial, administrative and fiscal operations for a division within a department. Since divisions are typically a breakdown of various disciplines within a department. Reports to department chair. Not all departments have divisions.

Administrative Contacts

Contact: _____
Department Administrator (DA). Individual responsible for overseeing financial and budgetary operations of a department. Provides guidance to division managers and is involved in review of sponsored projects accounts at a departmental level. Reports to the department chair.

Contact: _____
Division Manager (DM). Individual responsible for overseeing financial and budgetary operations of a division. Provides guidance to divisional administrators and is involved in review of sponsored projects accounts at a division level. Reports to the division head.

Contact: _____
Department Effort Coordinator (DEC). Individual responsible for oversight of entire effort certification process within the department.

AUTHORIZATION

Prior to being submitted to OPAM for processing, this request must be signed and dated by the assigned School or Unit Head (SUH) or the Department Chair (DC).

Name: _____

Title: _____

Signature: _____

Date: _____