



Request to Change the Organization (ORG) on a New or Continuing AURORA Fund

If you need to change the ORG on a new or continuing AURORA Research Fund:

- 1) The U of M Primary Investigator must complete this form and submit it to their **Department and/or Faculty** (as applicable) for each requested ORG change.
- 2) The **Department and/or Faculty**, as applicable, must acknowledge their acceptance of the change in ORG by their signature on this form.
- 3) By their signature, the new unit accepts responsibility in instances where the research FOP becomes over-expended or where non-compliant transactions are initially charged against the FOP as per University policy.
- 4) The completed form must be submitted to the **Office of Research Services** for approval. (Hardcopy or electronic copy is acceptable.) Once approved, the signed form will be provided to the appropriate Financial Services Grant Accountant.

***Use **Part A** to request a new ORG within the same Department for a Centre or Institute.

***Use **Part B** to request a new ORG for a different Department within the same Faculty.

***Use **Part C** to request a new ORG within a different Faculty.

U of M Primary Investigator and Project Information

P.I. Name

P.I. Department

P.I. Email

P.I. Faculty

Sponsor

P.I. Phone

UM Project #

Project Title

P.I. Signature

Date

Part A – to request a new ORG within the same Department for a Centre or Institute

Requested new ORG [Number/Description]

Name of Dept. Head & Dept.

Name of Director & Centre/Institute

Signature of Dept. Head

Signature of Director

Date

Date

Part B – to request a new ORG for a different Department within the same Faculty

Requested new ORG [Number/Description]

Name of current Dept. Head & Dept.

Name of new Dept. Head & Dept.

Signature of current Dept. Head

Signature of new Dept. Head

Date

Date

Part C – to request a new ORG within a different Faculty

Requested new ORG [Number/Description]

Name of current Dean & Faculty

Name of current Dept. Head & Dept.

Signature of current Dean

Signature of current Dept. Head

Date

Date

Name of new Dean & Faculty

Name of new Dept. Head & Dept.

Signature of new Dean

Signature of new Dept. Head

Date

Date

ORS Approval

Director

Signature

Date