INFORMATION + TECHNOLOGY SERVICES

REQUEST FOR ACCESS TO THE AMS SYSTEM – <u>DIVISIONAL MROL</u>

My Research on Line for PI, PM & Business Officers

CONFIDENTIAL when completed   Current Date _____ 20_____

| INSTRUCTIONS |

    i.   Print clearly.
    ii.   Complete all applicable sections.
    iii. Keep a copy of this form for your records.

AMS SYSTEM ACCESS FOR MY RESEARCH ON LINE REQUESTS – EMAIL TO:access.easi@utoronto.ca

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Section 1: Complete the following information to identify yourself.

Check one: ☐ Setup new account   ☐ Add/Delete PI Fund Centre(s)

AMS User ID: ☐☐☐☐☐☐☐   Personnel No. _____

_____   _____   _____   _____
Applicant Last name (Please print):   *First name:*   *Initial:*   *Phone No.*

_____   _____   _____
Faculty/Division   *Department*   *Email*

Please indicate your role :	☐ **PI**	☐ **Business Officer**	☐ ***Project Manager**

***For Project Manager --** please print PI first and last name and Personnel No.*

PI Name _____   PI Personnel No. _____

Section 2: Fund Centre -- Enter the PI commitment fund centre(s) and mark for addition or deletion.

Commitment Fund Centre Number	**Description**	**Addition**	**Deletion**

Section 3: Contact Person. Form **<u>must contain</u>** department contact person or Business Officer info.

_____   _____   _____
Person to contact (Please print)   *Title*   *Phone No.*

_____
E-Mail address

Authorization Signature

SECTION 4: SIGNATURE

For <u>PI or Business Officer role</u>, form must include Department Head's signature of approval.

For <u>Project Manager/Assistant role</u>, form must include PI's signature of approval.

_____   _____
Applicant signature   *Date*

_____   _____   _____
PI or Department Head's Name (Please print)   *Title of PI/ Department Head*   *Univ.Tel.#*

_____   _____
PI or Department Head's Signature   *Date*