

INFORMATION + TECHNOLOGY SERVICES

REQUEST FOR ACCESS TO THE AMS SYSTEM – DIVISIONAL MROL

My Research on Line for PI & PM

*FOR MROL BUSINESS OFFICER ROLE--USE THE RIS FORM.

Current Date _____ 20 _____

Effective Date _____ 20 _____

INSTRUCTIONS

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

Email to Research Services:
ris.help@utoronto.ca

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 : *Project Manager PI

***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 must contain department contact person or Business Officer contact info.

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

E-Mail address _____

Authorization Signature

SECTION 4: Signature

For PI role requesting departmental FC, form must include Department Head's signature of approval.

For Project Manager/Assistant role, 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 _____