

## Texas A&M University Sponsored Research Services Maestro Sponsor Input/Change Request Form

This form is required for all new sponsor, reactivation, deactivation or revision requests. The required fields are marked with an asterisk (\*) and they are also outlined in red. The form will not be able to be submitted if the required fields are not completed. Please provide as much information as possible on the request form.

1. Indicate if this is a new sponsor request or a change request to an existing sponsor. Change requests include reactivations, deactivations and any other revisions.
2. Enter the name of the sponsor. Please enter the full name of the sponsor with no abbreviations.
3. If this request is for a Federal sponsor, enter the parent name. The parent name is the overall Federal agency. Example: Department of Defense would be a parent for DOD-AFOSR.
4. Select the appropriate sponsor type. Only one option can be selected. Once the selection is made, all other options will become inactive.
5. Enter the sponsor state.
6. If the sponsor is a State of Texas Agency, enter the Texas Agency Number. Refer to: <https://fmx.cpa.state.tx.us/fm/contacts/agynum/lookup.php>.
7. Enter the sponsor contact information.
  - a. Contact Name
  - b. Title
  - c. Email Address
  - d. Address – Enter the physical location of the sponsor. This address should reflect the main (headquarters) address where the funds are coming from.
  - e. City
  - f. State/Province
  - g. ZIP/Postal Code
  - h. Country – Enter the country if this request is for a Foreign sponsor.
  - i. Telephone
8. Enter the website for the sponsor, if available.
9. Enter notes to clarify any information on the form or to provide additional details for the request. Notes should be provided for any reactivation, deactivation or revision requests.
10. Complete the requestor information section.
  - a. Requested By
  - b. Email Address
  - c. Date
  - d. Telephone



Click Submit on the form below to send this form. This will attach the PDF form to an e-mail to [maestrosponsor@tamu.edu](mailto:maestrosponsor@tamu.edu).



# Maestro Sponsor Input/Change Request

<b>Sponsor Information (Please include all available information)</b>			
*Request Type		New Input Request	Change Request
*Name			
*Parent Name (if Federal)			
*Sponsor Type	Federal Federal	State Agency College/University	Institutional Institutional
	Municipality / Local Government City Government County Agencies Districts, Authorities, Commissions	Private Profit Organization Individual Non Profit Fed Funded Res Org Non Profit Foundation Non Profit Professional Org Non Profit Research Org Non Profit University University Profit	Foreign Government Miscellaneous Organization Non Profit Organization Profit University
*Sponsor State			*Texas Agency Number (if State is TX)
Contact Name			Title
Email Address			
*Address			
*City		*State / Province	
*ZIP / Postal Code		*Country (if Foreign)	
Telephone			
Website			
Notes			

<b>Requestor Information</b>			
*Requested By			*Date
*Email Address			*Telephone