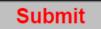


## Texas A&M University Sponsored Research Services Maestro Sponsor Input/Change Request Form

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: <u>https://fmx.cpa.state.tx.us/fm/contacts/agynum/lookup.php</u>.
- 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 <u>maestrosponsor@tamu.edu</u>.

400 Harvey Mitchell Parkway South, Suite 300 3578 TAMU College Station, TX 77845-3578

Tel. 979.862.6777 Fax 979.862.3250 http://srs.tamu.edu

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## Maestro Sponsor Input/Change Request

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

Requestor Information						
*Requested By		*Date				
*Email Address		*Telephone				