####

FOR OFFICE USE ONLY

Ref No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received\_\_\_\_\_\_\_\_\_\_

 **Administrative Systems Division**  AMSD Form No.: F21

## IOPAS Account Set Up / Amendment Form (for Projects^)

***^ Projects refer to self-financed project initiatives other than teaching programmes, which may involve part-time teaching, research and other professional consultancy activities. (A copy of this completed form will be forwarded to the Personnel Office for advice on the project/teaching programme categorization where necessary.)***

A. Request Type (Please √ tick one) User Ref. No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  Create new account Delete account Change account profile |

1. Account Initiating Officer (Should be nominated by Department/Unit Head and normally be the Project Director)

|  |  |
| --- | --- |
| Name: |  |
| Staff ID: |  |
| Contact (tel and email): |  |

1. Project Information

|  |  |
| --- | --- |
| Project Name: |  |
| Client: |  |
| Project start/end dates: [MM/DD/YY] to [MM/DD/YY] |  |
| Organising Department (Primary & Co-organisers if applicable): |  |
| Project code/Cost Centre: |   |
| Source of funding: | \* Block-grant / Non-block-grant |
| Research Project: | \* Yes / No |
| Subject to Full-rate Overhead Charges: | \* Yes / No / Partially waived*(For research projects not subject to full-rate overhead charges, no Outside Practice (OP) income should be payable from the projects. To proceed with OP offerings, document(s) showing approval from the Administrative and Planning Committee should be submitted together with this form.)* |
| Budget Holder: | Name:Staff ID: |
| Project Director: | Name:Staff ID: |
| Project Administrator (for liaison with the IOPAS Working Group): | Name:Staff ID: Email: |

\* Please delete as appropriate.

1. Endorsed by Department/Unit Head

Date: Name: Signature:

Remarks

1. This form can be downloaded from ITSC’s website. (http://www.cuhk.edu.hk/itsc/onlineapp/amsd/index.html)
2. Please send the completed form to Administrative Systems Division, ITSC. (Fax :2603 6098 / Email: imuprdsupp@itsc.cuhk.edu.hk)
3. An acknowledgement via email will be issued to the Account Initiating Officer when account set up/amendment is completed.

Implementation Log (for ITSC use only)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Endorsed by | Completed by | Accepted by |
| Name |  |  |  |
| Signature |  |  |  |
| Date |  |  |  |