



Title Change (Index/Fund/Org*/Acct/Prgm/Activity)

The purpose of this form is to change the title of any FOAPAL element. For reporting purposes, all title changes will have an effective date of when the request is processed. *This form can only be used to change the title of a **non-hiring org**. FOAPAL elements only allow 35 characters (includes spaces).

*Restricted requests submit to:

- Plant request route to SPA at spa_plant@nmsu.edu
- Sponsored awards route to Research Administration Services (RAS) through ARGIS
- Financial Aid, Federal/County/Local appropriations, submit through NMSU SPA Work Flow
- Gift or Endowment route to Foundation giftacct@nmsufoundation.org

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Requestor Name: _____ E-mail Address: _____

Phone: _____ Department: _____

SECTION 2: REQUEST DETAILS All titles are a max of 35 characters

1. _____ #: _____

Current Title: _____ New Title: _____

Purpose for changing title: _____

2. _____ #: _____

Current Title: _____ New Title: _____

Purpose for changing title: _____

3. _____ #: _____

Current Title: _____ New Title: _____

Purpose for changing title: _____

SECTION 3: APPROVAL

Printed Name: _____ Signature: _____ Date: _____

☐ Principal Investigator ☐ Dean/VP/CC President ☐ Designee **OR** ☐ For Aggie Service Center Units ☐ Dept Head/Dir ☐ Principal Investigator

SECTION 4: REVIEW AND APPROVAL

Printed Name: _____ Signature: _____ Date: _____

SECTION 5: INTERNAL USE ONLY

Processed By: _____ Date: _____