**RISe Organization (Department/Faculty) Request**

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| --- | --- |
| Entered date |   |
| Requested by: |  |
| Organization Requested to be Changed/Added: |  |
| **For Updating Organization** |
| Which part of the Organization are you requesting to update?Primary Application Reviewer:Alternate Reviewer:Application Reviewer Assistant:Financial Assistant (RPB):REB Reviewer:Other:**Department Head cannot be changed as they are automatically updated via UBC HR in WorkDay** |  |
| **For Adding Organization****\*\*Please note\*\*****RISe is only authorized to create new organizations with approval from ORS. Requests will be determined on a case-by-case basis.**  |
| Please provide the following for the organization to be added:Parent Organization (Faculty, Department etc)Department HeadApplication Reviewer (Can be same as Department Head)Cost Center ID |  |
| Additional Notes and/or Screenshot(s) |  |