**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 Head  Application Reviewer (Can be same as Department Head)  Cost Center ID |  |
| Additional Notes and/or Screenshot(s) |  |