

# Request Form for New Agency Creation

*This form is to request a new agency ("sponsor") to be added to Banner in order to be an option for selection in the sponsor pick-list for RAMP.*

**Note:** Before completing the below information, please reference the **GMU\_Agencies by Categories** report in RAMP (located under Grants—Reports—Custom Reports) to make certain the agency/sponsor does not already exist to avoid duplicates.

\*All fields below are **required** for this request, and incomplete forms will not be processed.

Agency Full **Name:** \_\_\_\_\_  
Agency Address **Street:** \_\_\_\_\_  
Agency Address **City:** \_\_\_\_\_  
Agency Address **State:** \_\_\_\_\_  
Agency Address **Zip:** \_\_\_\_\_

Agency **Phone Number** (with area code): \_\_\_\_\_

**Sponsor type (check one):**

FEDERAL  NON-FEDERAL

**Is the sponsor foreign? (check one):**

No  Yes (*complete next section*)

**If Yes is checked above for Foreign, provide the following additional information:**

Agency Address **Foreign City:** \_\_\_\_\_  
Agency Address **Foreign Nation:** \_\_\_\_\_

**Link to website where all above information provided can be found/verified for this agency:**

---

Send fully completed form to Kimberly Maze OSP for creation. Thank you.