

## HOW TO REQUEST A NEW ORGANIZATION

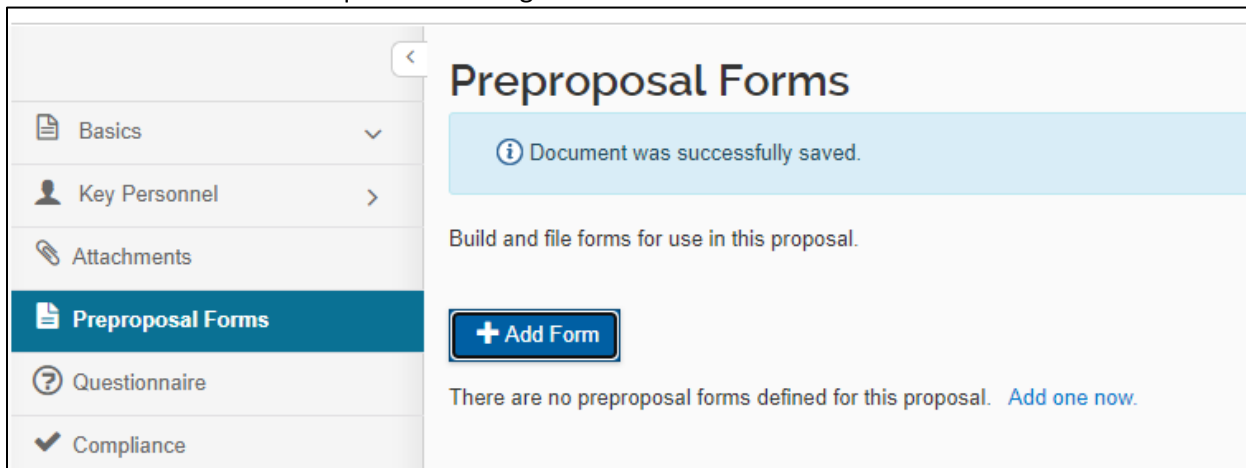
### Overview

If an organization that the PI is adding as a sub-contract on a proposal is not currently in the RES system, a new organization will need to be added. The request form will need to be filled out and submitted and then this will be sent to ORA. ORA will get the organization added to the system and alert the PI when entity has been added.

**Step 1** – Access the Request for New Organization form one of two ways.

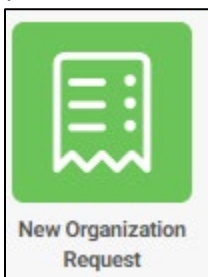
1). Within your proposal development shell in RES, navigate to the Preproposal Section and click **+ Add Form**.

You can then choose the Request a New Organization Form.

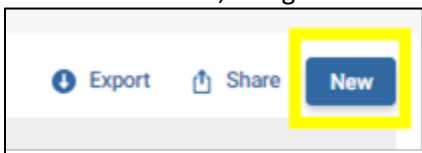


**Or**

2). On the [RES webpage](#), select the link for the RES Build Forms. This will bring you to the RES Build website and you can click on the Cost Share tile.



2a. Within the tile, navigate to the top right-hand corner and click “new.”



**Step 2** – Complete the form. Enter all the information requested. Anything with a red asterix (\*) is required.

New Organization Request		
<b>Information</b>		
Kuali PD Number 		Organization Name * Enter Organization Name Here
Address Line * Enter Address	City * Enter City Name	Country * Q
Contact Name for Organization Subrecipient Contact Name or Organization Contact Name Enter Name Here		Contact Email for Organization * Subrecipient Contact Name or Organization Contact Email Enter Email Here
UEI Number Contact Subrecipient Enter UEI Number		

**Step 3** – Click “submit.” Once the entity has been added, the PI will be alerted so they can then add them within their RES proposal.

Actions
<b>Submit</b>
<b>Save</b>
Discard