

OES Cost Center Request Form

Instructions:

If PI will be managed by Finance only, please check below and email this form directly to the assigned Finance Fund Manager for further assistance:

Finance Only

If C&G funds are involved:

1. Work with OES team lead/fund manager for your Center/Division, <https://oes.semel.ucla.edu/pi-assignments/>, to get the below information completed before requesting a new cost center.
2. Team lead/fund manager will submit request via OES Hub for linkage with General Accounting.

Please provide the below information in regards to the PI being assigned a cost center:

Name:	
UCLA UID (Not same as Employee ID):	
Email Address:	
Center:	
Assigned Fund Manager:	
Assigned Administrator:	

Comments:

***Please note that this form must be accompanied by one of the following:**

- PI Exception letter (if applicable, this letter was required at the proposal stage)
- Notice of Award (notification of new funding)
- Letter of Understanding (letter provided to new faculty outlining terms of their new position)
- Letter of Support (letter from the Center Director justifying the need for this investigator to have their own CC)