Request a new index

Go to the VCU Controller’s forms page: <https://controller.vcu.edu/forms/>

You will need to use your eID+@vcu.edu to access the Google Form. If you are logged into your browser under a different account (@vcuhealth or personal), you will receive an error message. To avoid having to log out of other accounts, you can open an incognito browser window in Chrome and paste the form link: <https://go.vcu.edu/indexcreate>.   
  
This will route you to the sign in page where you will sign in with your eID@vcu.edu (ex: jsmith@vcu.edu). After you enter this email address, you will be routed to the VCU CAS log in page. After logging in with CAS, you should see the Index Create Google Form.

This form is to request new indexes only and does not replace the Grants & Contracts index create process for 5-ledger indexes and cost sharing indexes tied to sponsored projects. The form should be filled out fully and carefully to avoid rejection. Contact frindexcreate@vcu.edu if you need assistance filling out the form.

Continue to route requests to the Grants & Contracts team with the required documentation via RAMSPOT and/or cost sharing authorization, as required for 5-ledger and cost share indexes.

Requests for terminations, name changes, etc. should be sent directly to <frindexcreate@vcu.edu>.