**Academic Information Management System (AIMS)**

**User Account (CUHK Delegated Role) Application Form**

**Application Information**

The applicant must be a CUHK staff and who is not eligible for a **Researcher** account in AIMS.

The **CUHK Delegated Role** account in AIMS allows user to receive delegation from Researchers, to assist in the handling of publication records. The delegated staff will have the same user functions and data access as the Researcher who made the delegation.

**Key Steps**

1. The staff of delegation recipient applies for a “CUHK Delegated Role” by submitting this application form to [aims.info@cuhk.edu.hk](mailto:aims.info@cuhk.edu.hk).
2. Login AIMS with OnePass login ID and password after receiving the notification of account setup; as to activate the account for receiving delegation.
3. Inform the Researcher of the CUHK email address registered for the “CUHK Delegated Role” account.
4. Researcher can make a delegation in their account.

For more information about the user delegation function, please visit the AIMS website <http://info.aims.cuhk.edu.hk>.

**Personal Data Collection**

1. The personal data provided on this form will be used by

* Office of Research and Knowledge Transfer Services (ORKTS) to verify your identity in the University to confirm your eligibility to access AIMS.
* ORKTS to contact you

1. The provision of personal data on this form is voluntary. If you do not provide sufficient information, however, we may not able to process your application.
2. Personal data held by us relating to you will be kept confidential and will not be used for other purposes apart from the above.
3. You have the right to check whether ORKTS holds personal data on you. You can submit your request in writing to ORKTS at [aims.info@cuhk.edu.hk](mailto:aims.info@cuhk.edu.hk).

**Form Submission**

1. To expedite the process of your application, the information must be completed.
2. You can scan and email the form to [aims.info@cuhk.edu.hk](mailto:aims.info@cuhk.edu.hk).
3. You will receive a reply through email in three working days.
4. For any enquiries, please write to ORKTS at [aims.info@cuhk.edu.hk](mailto:aims.info@cuhk.edu.hk).

**Part I: To be Completed by the Applicant**

❑ I would like to apply for a CUHK Delegated Role account in AIMS for assisting Researchers in the handling of publication records. Below are the information for ORKTS consideration.

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| Title: | \_\_\_\_\_\_\_\_\_ Dr / Mr / Mrs / Ms / Miss\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Staff ID: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Department/Faculty: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contact Tel: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Signature of Applicant** |
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| Date: |

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**Part II: Office Use Only**

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| Authorised by: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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