**Academic Information Management System (AIMS)**

**User Account (Researcher) Application Form**

**Application Information**

The applicant must be a CUHK staff or student who belongs to one of the following groups.

* Part-time research staff
* Administrative staff with publications
* Taught Postgraduate (TPg) students
* Others as deemed appropriate by the University

The **Researcher** account in AIMS allows user to manage and generate report of his/her own records. The research outputs submitted to AIMS, after validation by Library, will be publicly accessible in CUHK Research Portal (the institutional repository).

For more information about the user functions and Research Portal, 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. The application form should be endorsed by Department/Unit Head.
3. You can scan and email the form to [aims.info@cuhk.edu.hk](mailto:aims.info@cuhk.edu.hk).
4. You will receive a reply through email in three working days.
5. 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 Researcher account in AIMS for submitting my research outputs to

the system. Below are the information for ORKTS consideration.

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

User Group:

* Part-time research staff
* Administrative staff with publications
* Taught Postgraduate (TPg) students
* Others as deemed appropriate by the University

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| **Signature of Applicant** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: |

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| **Endorsed by Department/Unit Head** |
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| Department/Unit Head’s Signature with Department/Unit Chop |
| ( ) |
| Name in Print |
| Date: |

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**Part II: Office Use Only**

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| Received by: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Authorised by: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Processed by: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Remarks: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |