

BearcatsGPT AI Agent Request Form

1. Requester Information

1. Full name: Enter full name

2. UC username: Enter UC username

3. Official university email address: Enter university email

4. Department, program, or unit: Enter department, program, or unit

5. ORG ID or SAP ID: Enter ORG ID or SAP ID

6. Faculty sponsor (required for students, if applicable)

Faculty sponsor full name: Enter sponsor full name

Faculty sponsor title or role: Enter sponsor title or role

Faculty sponsor university email address: Enter sponsor university email

7. Requester role (select one): Select an option.

8. Is this request related to official university work, coursework, research, or an institutional service? (select one): Select an option.

9. Describe the relevant role, course, research project, or operational context.

Examples: course code and title, research project name, departmental service, or administrative responsibility.

Enter role, course, research project, or operational context

2. Requested Agent Details

10. Requested AI Agent name

Provide a concise, descriptive working name. Enter agent name

11. Brief agent description

In one or two sentences, describe what the agent will do.

Enter brief agent description

12. What primary need or problem will this AI Agent address?

Describe the current process, gap, or user need.

Describe the need or problem

13. Who are the intended users? Select all that apply:

☐ Students

☐ Faculty

☐ Staff

☐ Researchers

☐ Department or unit administrators

☐ External/public users

☐ Other: Describe other intended users

14. What functions should the AI Agent perform? Select all that apply:

☐ Answer questions using approved knowledge sources

☐ Guide users through a process or workflow

☐ Summarize or explain institutional information

☐ Assist with drafting content

☐ Provide academic or research support

☐ Provide operational or administrative support

☐ Route users to resources, services, or people

☐ Other: Describe other function

15. Provide example questions or tasks the AI Agent should handle.

Include at least three representative examples, one per line.

Enter at least three examples, one per line

16. What should the AI Agent explicitly not do?

Examples: make final decisions, provide legal/medical advice, access certain records, generate official approvals, or communicate externally without review.

Describe what the agent must not do

3. Prior AI Agent Requests

17. Do you have an existing BearcatsGPT AI Agent in Development or Production?

18. If yes, list the name(s) of the AI Agent(s) previously requested.

Include one agent per line, if known.

Enter one agent name per line

19. How will this request relate to your existing AI Agent(s)? Select one: Select an option.

If Other, describe: Describe other relationship

20. If applicable, identify the existing agent that should be modified, replaced, or retired: Enter existing agent name

4. Content, Data, and Risk

21. What models will you need? Select all that apply:

☐ Anthropic (Sonnet, Opus, Haiku)

☐ OpenAI (GPT-5.4, GPT-5.6 Terra, Sol)

☐ Google (Gemini)

☐ Open Source

☐ Other: Describe other model

22. What capabilities will you need? Select all that apply:

☐ Code Interpreter

- ☐ Data and Tools
- ☐ Image Generation
- ☐ Artifact Generation
- ☐ Chat with File
- ☐ Search the Internet
- ☐ Other: Describe other capability

23. What knowledge sources or content should the AI Agent use?

Examples: approved webpages, policy documents, course materials, knowledge-base articles, FAQs, or internal documentation. OAuth and Header Authorizations required. Select all that apply:

- ☐ File Libraries
- ☐ Web Sites
- ☐ API Connection
- ☐ MCP Connection
- ☐ Microsoft 365 (OneDrive/SharePoint)
- ☐ Fabric Data Agent
- ☐ Canvas Files
- ☐ Agentic Handoffs
- ☐ Other: Describe other knowledge source

24. Will the AI Agent process, access, store, or generate information that may be sensitive? Select an option.

25. If yes or unsure, describe the types of information involved.

Examples: student records, employee information, research data, financial information, health information, protected institutional data, or confidential documents.

Describe sensitive information involved

26. Will users be able to submit personal, confidential, or otherwise sensitive information to the AI Agent? Select an option.

27. If yes or unsure, describe the safeguards, instructions, or restrictions needed.

Describe safeguards, instructions, or restrictions

28. What level of review/trust/delegation/proxy is required before users act on the agent's responses? Select one: Select an option.

If Other, describe: Describe other review or trust level

5. Deployment and Ownership

29. Requested deployment status (select one): Select an option.

30. Expected audience size or usage level

Examples: one course section, one department, all faculty, campus-wide. Enter expected audience or usage

31. Expected duration of use

Examples: one semester, through the end of a project, ongoing service. Enter expected duration

32. Business owner or responsible unit

Identify the person and department accountable for the AI Agent's content, accuracy, and ongoing maintenance.

Enter person and department

33. Subject-matter expert(s) responsible for reviewing agent content and responses

Enter subject-matter expert names

34. How often will the agent's knowledge and behavior be reviewed or updated?

Examples: monthly, each semester, after policy changes, or as needed. Enter review frequency

6. Requester Acknowledgements

35. Appropriate use acknowledgement

☐ I confirm that this AI Agent is requested for authorized university instructional, research, administrative, or operational purposes. I understand that the requesting unit is responsible for ensuring that the content, knowledge sources, and intended use of the AI Agent are accurate, appropriate, and kept current. I understand that I must not configure or encourage use of the AI Agent in a manner that exposes sensitive or restricted information unless the appropriate review and approvals have been completed. I understand that the AI Agent may be reviewed, modified, suspended, or retired if its use, content, performance, security, or policy compliance creates concerns. I certify that the information provided in this request is accurate and complete.

Requester signature/name: Enter signature or full name

Date: Enter date