

# GCCP/NSP Participation Application – 2024-2025 Plan Year Instructions

## First Steps:

1. The Kualu Build application will require a completed [GCCP Request Worksheet](#) for Department and Dean’s Office review with each application submitted. First, prepare this worksheet (In the case of JSOE applicants, in lieu of the worksheet, you may upload the pdf export with funding information and certifications from your School’s system.)
2. Once that Request Worksheet has been completed and reviewed, initiate the Application in the [Kualu Build application](#).

## Kualu Application Form Steps for Submitters:

### General Campus Compensation Plan/Negotiated Salary Program Application

If you have additional questions on routing or form requirements, email: [hzion@ucsd.edu](mailto:hzion@ucsd.edu)

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**Applicant Information**

Fiscal Plan Year:		<input checked="" type="radio"/> 2024-2025
GCCP Request Type *		
<div style="background-color: #f0f0f0; padding: 2px;">---</div> <div style="background-color: #0070c0; color: white; padding: 2px;">---</div> <div style="background-color: #fff; padding: 2px;">New Request for Plan Year</div> <div style="background-color: #fff; padding: 2px;">New Request for Winter or Spring Appointment Participation (Late Start)</div> <div style="background-color: #fff; padding: 2px;">Review Finalized as Proposed, Final Letter Needed</div> <div style="background-color: #fff; padding: 2px;">Review Finalized, Updates Required for Proposed, Final Letter Needed</div>		
New or Continuing Participant *	FTE% *	Is the appointee a joint/split appointee? *
<div style="background-color: #f0f0f0; padding: 2px;">---</div>	<div style="background-color: #f0f0f0; padding: 2px;">---</div>	<div style="background-color: #f0f0f0; padding: 2px;">---</div>
Submitted By Zion, Heather		Is the submitter of this application the department/unit fund manager. <input type="radio"/> Yes <input type="radio"/> No

Complete all fields. Please note: Only the top two GCCP Request Type choices are appropriate for initial application submission. The last two are to be used only for provisional requests after a pending review action has been finalized.

Please note, fields will appear, when relevant to the request type, when applicable. Complete all that appear:

<p>Does the appointee have a pending review file (to be effective at the start of the plan year)? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Will the appointee hold a faculty administrator appointment with cash compensation (stipend or summer salary) during the plan year? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>What cash compensation is connected? *</p> <p>An Administrative Stipend</p>	<p>Stipend *</p> <p>Provide annual stipend rate. All stipend approvals assume proration if started mid-year.</p>	<p>Does the faculty administrator appointment provide course relief?</p> <p>...</p>
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You will then be prompted for information about the appointee's Department affiliation.

Once you select the Proposing Department/Unit, many fields in this section will autopopulate. Doublecheck your work.

Proposing Department/Unit Affiliation	
<p>Proposing Department/Unit *</p> <p>Cell and Developmental Biology</p>	<p>Is the proposing department/unit a Dean's or Vice Chancellor's office? *</p> <p>No</p>
<p>Proposing School/Unit's Dean's Office or Administrative Unit *</p> <p>Biological Sciences</p>	
<p>Proposing Unit Department Head *</p> <p>Yelon, Deborah</p>	<p>Proposing Department Head Email</p> <p>Please note: If nominating authority is the School's Dean's Office, the School's AP contact will list here</p> <p>dyelon@ucsd.edu</p>
<p>Proposing Dean or VC Approver/Endorser *</p> <p>Pogliano, Kit</p>	<p>Proposing Dean or VC Email</p> <p>kpogliano@ucsd.edu</p>
<p>For appointments that originate at the department or unit level, does proposed appointee require an alternate person in the role of Department Head? (e.g. Current Chair being reappointed, Current Chair a close family member, etc.) *</p> <p>No</p>	

If your appointee is a Joint/Split appointee, you will then will be prompted for the Second Department's information. This selection impacts routing. Again, many fields will automatically populate once you select the appointee's second department and school.

**Second Department/Unit Affiliation**

Second Affiliated Academic Department, School, or Unit \*

Second Affiliated Academic School/Unit's Dean's Office or Administrative Unit \*

Is the Dean's/VC's Office for this second department/unit the same as the proposing unit's Dean's/VC's Office?

Second Department Head \*

Second Department Head Email

Second Dean or VC Approver/Endorser \*

Second Dean or VC Email

For appointments that originate at the department or unit level, does proposed appointee require an alternate person in the role of Second Department Head? (e.g. Current Chair being reappointed, Current Chair a close family member, etc.) \*

## Current Salary Data and Provisional Section--for Appointees with Pending Review Actions Only

If you have an appointee with a pending review action, this section will appear and you will follow the form instructions to create a provisional request line on the Quali Build form. Read the instructions carefully.

**Current Salary Data and Eligible Negotiated Increment--For Appointees with Pending Review Actions Only**

PLEASE NOTE: PROVISIONAL RATES ARE USED SOLELY FOR PROVISIONAL APPROVAL LETTERS AND UC PATH ACTIONS WHILE FINAL REVIEW DECISIONS ARE PENDING. Please use the current covered compensation (scale rate, market, and bonus) and add a proposed negotiated increment that does not exceed 30% program guideline max. Note: negotiated increments for provisional rates are not carryovers of last year's approved negotiated increment rates and are requested new each new plan year.

**Provisional Proposed GCCP Rate while Final Review Decision is Pending (Note: Stipends from Administrative appointments listed above are added into Total UC Comp)**

Current Primary Faculty Job Title (UCPath) *	Step *	Annual Scale Rate *	MOS (annual) *	BOS (annual) *	Covered Comp Rate	Negotiated Salary Increment *	Total UC Salary Rate	Summer Salary (Max 3/9ths) *	Total UC Comp *
...	...								

Provisional Enrollment Percentage: \*

## Proposed GCCP Participation

Fill this section out by entering the values on your GCCP Request Worksheet tab and attach the GCCP Request Worksheet spreadsheet for the benefit of reviewers.

Note: JSOE participants can enter data in form fields and then attach PDF output of JSOE system.

## Proposed GCCP Participation

The Total UC Salary rate is based on the October 2023 salary scales and may not be changed for any reason during the year, including any October 2024 range adjustment. If the scale-based component is raised at a future date, the negotiated increment will be adjusted downward so that the Total UC Salary remains constant.

UC Path Job Title *	Step *	Annual Scale Rate *	MOS (annual) *	BOS (annual) *	Covered Comp Rate	Negotiated Salary Increment *	Total UC Salary Rate	Summer Salary (Max 3/9ths) *	Total UC Comp *
...	...								
Contingency Fund Obligation (Equivalent of 10% Proposed Negotiated Salary Increment above) *						Proposed Enrollment Percentage *			

GCCP Funding Spreadsheet for Dept and School/VC review. \*

(For JSOE candidates a pdf of JSOE system output and approved routing to be uploaded here. All other Schools, please upload in Excel format.)

Select a File

## Contingency and Negotiated Increment Fund Breakdown Section

This section is for UCOP reporting purposes, regarding Fund Type breakdown of Contingency and Negotiated Increment funding.

Follow instructions in Quali and ensure that your totals for each section are equivalent to the full amounts listed in the earlier form section.

### Proposed Negotiated Salary and Contingency Fund Breakdown by Fund Type

Please follow instructions below to detail fund types projected for all parts of the contingency fund and negotiated increment proposed.

#### Contingency Fund

Add fund source types for all parts of the fully funded contingency. The sum of this table must equal 10% of the negotiated salary increment requested above.

Fund Type *	Contingency Fund Amount *	Note
...		
sum: --		

+ Add Another Row

#### Negotiated Salary

Add fund source types for all parts of negotiated increment. The sum of this table must equal the sum of the negotiated salary increment requested above.

Fund Type *	Negotiated Increment Amount *	Note
...		
sum: --		

+ Add Another Row

## Submit Form

Once your form is populated and correct, and you've uploaded your required GCCP Request Worksheet (or JSOE attachment/s, if applicable), you will submit the form so that it may begin routing in Kuali Build.

- All Schools other than JSOE will route for Fund Manager, Faculty, Chair, and Dean Certification approvals in Kuali.
- JSOE Certification Routing will be done outside of Kuali, but approval letter process will happen within the Kuali Build application.

## Routing for Certifications

Kuali Build will then route for Fund Manager, Faculty Member, Department/Unit, and Dean's Office Certifications and additional information as needed. Please see below for screenshots of what these certifications entail (they are the same as previous worksheets in Excel). Note: Second Department/Units or Second Dean/VC Offices will only factor for joint/split appointments. Otherwise, these sections will not appear.

Fund Manager Certifications
<p>*I have verified that the funds listed on the attached worksheet are appropriate and sufficient to cover the salary, benefits, and contingency fund obligations and will be during the participation year. *Funding from outside the department will be used. Backup showing approval of the use of this funding is attached. *The funds listed in the request are in an account/fund that is assigned to, or may be used at the discretion and approval of the requestor. *If the funds listed in the request are (i) not appropriate and/or insufficient to cover the GCCP, associated benefits, and contingency fund obligations, or, (ii) will not be available for use during the participation year, I have indicated why they are listed on the request/attached spreadsheet and how this will be remedied with appropriate resources in the fund manager comments. *If there is currently a fund overdraft that must be corrected prior to start of the program, I have indicated relevant details and how this will be remedied in the fund manager comments.</p>
<p>I certify all of the items listed above are true. *</p> <p>...</p>
<p><a href="#">If you are unable to certify the above verifications and confirmations, either wait to send the application forward until they are verified or document why the application moves forward without meeting GCCP program requirements in the Fund Manager Comments.</a></p>
<p>Attach approval documentation for the use of proposed funding where applicable. *</p> <p>Select a File</p>
<p>Fund Manager Comments:</p>
<p>Fund Manager Signature *</p>

## Faculty Certifications

- \*I have sufficient, appropriate external funding to cover my salary, benefits, and contingency fund obligations.
- \*I will not reduce my teaching, research, service, and graduate support commitments during my participation.
- \*I understand that early withdrawal from the program is allowed only upon separation from the University or as a result of an official disciplinary action.
- \*I understand that any FSEP program participation for the plan year must already be detailed in this application.
- \*If I will take a sabbatical or other leave this academic year, I have documented the leave type and quarters below. I understand that academic leaves other than emergency medical leaves require pre-approval during the application process for all GCCP/NSP participants.
- \*I have requested and received pre-approval for any APM 025 Category I activities planned for the participation year. Approval is attached.
- \*I am in compliance with all applicable University policies, procedures, and mandatory training requirements, including the following: Sexual Violence and Sexual Harassment Prevention Training, Cyber Security Awareness Training, and Lab Safety Training (if applicable).
- \*I have reviewed my department's equipment inventory control procedures and understand UCSD conducts physical inventory of my capital equipment every two years.
- \*I have not applied for the Covid Career Support Program. (Mandatory for eligible applications.)

I certify all of the items listed above are true. \*

**If you are unable to certify the above endorsements, either wait to send the application forward until they are verified or document why the application moves forward without meeting GCCP program requirements in the Faculty Comments.**

Faculty Comments (Please detail any leave request plans, APM 025 Category I requests, or certification clarifications, etc.):

Supporting Documents (e.g. Pre-approved Leave Paperwork, APM 025 Approvals, etc.)

Select a File

Faculty Signature \*

## Department Chair Certifications and Endorsement

- \*I certify that the requestor meets GCCP good standing requirements listed in the UCSD Implementation Guidelines.
- \*I certify that the requested salary amount is within the norms of the department/discipline and is consistent with the UCSD Implementation Guidelines.
- \*I certify that allowable and appropriate resources are available to support the proposal and that the contingency fund requirements have been met.
- \*I have verified that the Requestor has not reduced and is not expected to reduce support for graduate students, postdocs, researchers, or any other positions tied to the listed account/funds in order to participate in the Program.
- \*I certify that the Requestor will fulfill all assigned teaching obligations this academic year.
- \*I have verified the Requestor attained advancement in rank or step at the last on cycle review or equivalent satisfactory review
- \*I have verified that the Requestor is in compliance with all applicable University policies, procedures, and mandatory training requirements, including the following: Sexual Violence and Sexual Harassment Prevention Training, Cyber Security Awareness Training, and Lab Safety Training (if applicable).

I certify all of the items listed above are true. \*

**If you are unable to certify and verify the above endorsements, either wait to send the application forward until they can be verified or document your rationale for why the application moves forward without meeting program requirements in the Department Chair Comments.**

Requestor's Approved Courseload \*

Approved Department Courseload \*

Has the requestor received a recent formal retention? \*

I support the Requestor's participation in GCCP at the proposed base salary, negotiated salary component and Total UC Salary amounts. \*

Department Chair Comments

### Second Department Chair Certifications and Endorsement

- \*I certify that the requestor meets GCCP good standing requirements listed in the UCSD Implementation Guidelines.
- \*I certify that the requested salary amount is within the norms of the department/discipline and is consistent with the UCSD Implementation Guidelines.
- \*I certify that allowable and appropriate resources are available to support the proposal and that the contingency fund requirements have been met.
- \*I have verified that the Requestor has not reduced and is not expected to reduce support for graduate students, postdocs, researchers, or any other positions tied to the listed account/funds in order to participate in the Program.
- \*I certify that the Requestor will fulfill all assigned teaching obligations this academic year.
- \*I have verified the Requestor attained advancement in rank or step at the last on cycle review or equivalent satisfactory review
- \*I have verified that the Requestor is in compliance with all applicable University policies, procedures, and mandatory training requirements, including the following: Sexual Violence and Sexual Harassment Prevention Training, Cyber Security Awareness Training, and Lab Safety Training (if applicable).

I certify all of the items listed above are true. \*

**If you are unable to certify the above endorsements, either wait to send the application forward until they are verified or document why the application moves forward without meeting GCCP program requirements in the Second Department Chair Comments.**

Requestor's Approved Courseload \*

Approved Department Courseload \*

Has the requestor received a recent formal retention? \*

I support the Requestor's participation in GCCP at the proposed base salary, negotiated salary component and Total UC Salary amounts. \*

Secondary Department Chair Comments

### Proposing School Dean/VC Endorsement

Dean/VC Endorsement \*

Dean/VC Comments

Dean or Vice Chancellor Signature \*

### Second School Dean/VC Endorsment

Second Dean/VC Endorsement \*

Second Dean/VC Comments

## Next Steps

Once all applications are routed to Academic Compensation by the campus deadline date, Academic Compensation will secure leadership approvals and upload letters, as available, into individual Quali Build applications for Deans' Office download and distribution.

When final letters are processed and distributed, the Kualu Build process for each application will end.

For applications with provisional letters, additional steps are handled within the application.

These are the sections at the bottom of the form where letters will be uploaded:

<b>GCCP Provisional Decision</b>
Compensation Decision Date <input type="text"/>
Provisional Approval Letter <input type="button" value="Select a File"/>
<b>GCCP Final Decision</b>
Please distribute and inform your departments they may enter UCPATH.
Compensation Decision Date <input type="text"/>
Final Approval Letter * <input type="button" value="Select a File"/>

### Post Review Process for Provisional Letter Recipients

For provisional letter recipients, the Kualu process is open until the submitter updates the application with a final review file decision and updated spreadsheet if applicable. This update is initiated via clicking the View Task button in an email the Submitter receives from Kualu and selecting under the GCCP Request Type dropdown that either the review has been finalized as proposed or that there are updates required for the proposed due to review decision modifications.

**UC San Diego**

## General Campus Compensation Plan/Negotiated Salary Program Application

If you have additional questions on routing or form requirements, email: [hzion@ucsd.edu](mailto:hzion@ucsd.edu)

**Applicant Information**

Fiscal Plan Year:	2024-2025
GCCP Request Type *	
<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"><span>---</span><span>⌵</span></div> <div style="background-color: #0070C0; color: white; padding: 2px; margin-bottom: 2px;">New Request for Plan Year</div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;">New Request for Winter or Spring Appointment Participation (Late Start)</div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;">Review Finalized as Proposed, Final Letter Needed</div> <div style="background-color: #f0f0f0; padding: 2px;">Review Finalized, Updates Required for Proposed, Final Letter Needed</div>	
New or Continuing Participant *	FTE% *
Is the appointee a joint/split appointee? *	



If there are no changes to the proposed line or request, the submitter will upload a copy of the final review decision letter, and complete the task to request that a GCCP final approval letter be generated. Academic Compensation will review the request and upload a final letter. The Dean's Office will be notified when the final letter is available and then distribute it as appropriate.

If there are changes to the proposed, since the review decision modified the final salary, the submitter will adjust all impacted lines and upload the final review decision letter and finalized spreadsheet complete the task to request that a final letter be generated. Academic Compensation will review the request and upload a final letter. The Dean's Office will be notified when the final letter is available and then distribute it as appropriate.

### Contacts:

Please contact Heather Zion with any questions about the Quali Build Application.  
Please contact your Dean's Office with any questions regarding their review process.