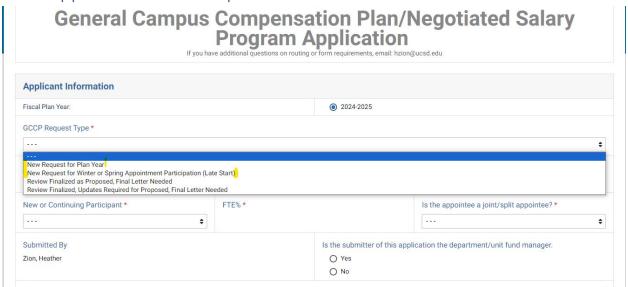
# GCCP/NSP Participation Application –

# 2024-2025 Plan Year Instructions

### First Steps:

- The Kuali Build application will require a completed <u>GCCP Request Worksheet</u> 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.)
- Once that Request Worksheet has been completed and reviewed, initiate the Application in the <u>Kuali Build application</u>.

### Kuali Application Form Steps for Submitters:



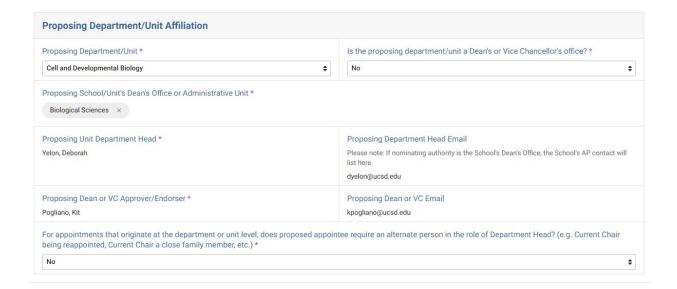
Complete all fields. Please note: Only the top two GCCP Request Type choices are appropriate <u>for initial application submission</u>. The last two are to be used only for provisional requests <u>after</u> a pending review action has been finalized.

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

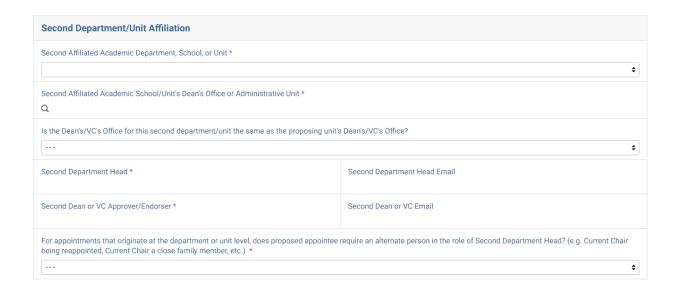


You will then be prompted for information about the appointee's Department affiliation.

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



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.



# 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 Kuali Build form. Read the instructions carefully.



## 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.

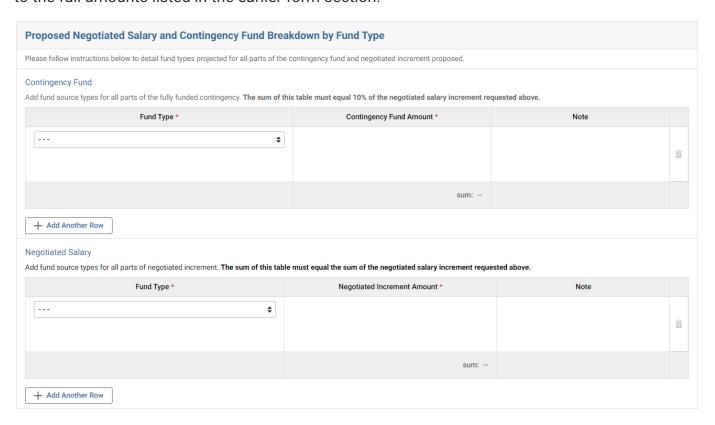
Note: JSOE participants can enter data in form fields and then attach PDF output of JSOE system.



## 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 Kuali and ensure that your totals for each section are equivalent to the full amounts listed in the earlier form section.



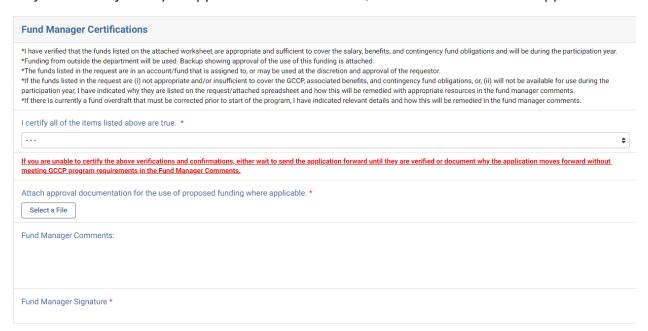
#### Submit Form

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.



# **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 form 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 preapproval 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.)

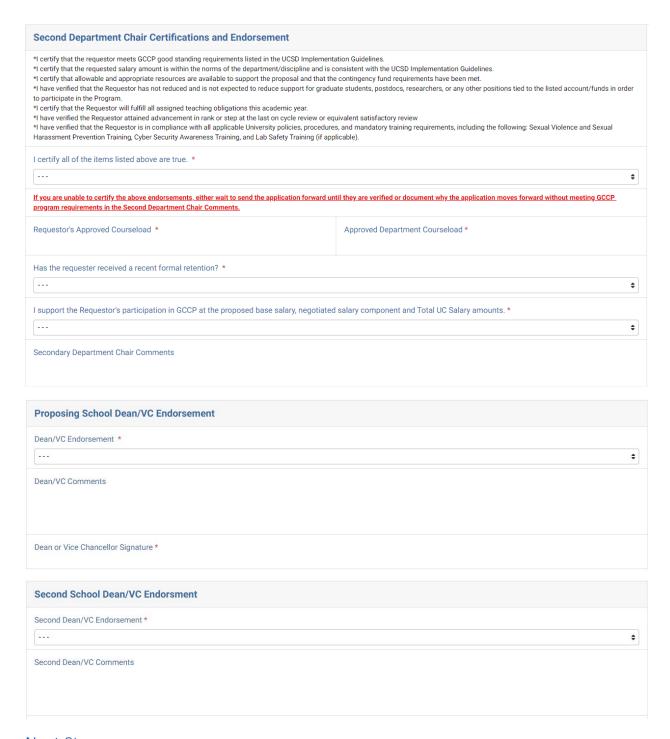
I certify all of the items listed above are true. \* \$ If you are unable to certify the above endorsements, either wait to send the application forward until they are verified or document why the application moves forward without meeting GCCP program requirements in the Faculty Comments. Faculty Comments (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. *	
···· <b>\$</b>	
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 requester received a recent formal retention? *	
···· <b>\$</b>	
I support the Requestor's participation in GCCP at the proposed base salary, negotiated salary component and Total UC Salary amounts. *	
···· •	
Department Chair Comments	



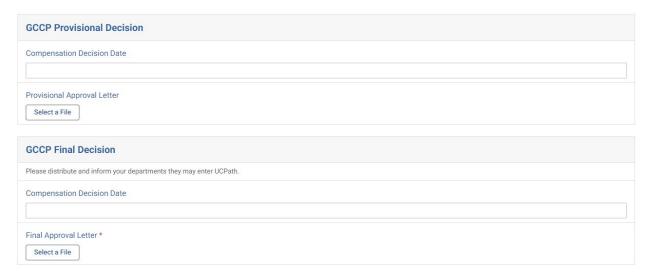
#### **Next Steps**

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 Kuali Build applications for Deans' Office download and distribution.

When final letters are processed and distributed, the Kuali 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:



### Post Review Process for Provisional Letter Recipients

For provisional letter recipients, the Kuali 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 Kuali 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.



If there <u>are no changes</u> 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 <u>there are</u> 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 Kuali Build Application. Please contact your Dean's Office with any questions regarding their review process.