

NSP Participation Quali Application Instructions for the 2025-2026 Plan Year

Complete the Excel Request Worksheet or JSOE System Process:

1. The Quali Build application will require a completed [NSP Request Worksheet](#) for Department and Dean's Office review with each application submitted. First, prepare this worksheet. In the case of JSOE applicants (or other schools using JSOE's system who requested updated routing), in lieu of the worksheet, you may upload the pdf export with funding information and certifications.
2. Once that Request Worksheet is complete and ready, initiate the Application in the [Quali Build NSP Participation Application](#).

Initiate a Quali Application Form:

Negotiated Salary Program Application
If you have additional questions on routing or form requirements, email: hzion@ucsd.edu

Applicant Information

Fiscal Plan Year: 2025-2026

Action Type Requested *

-
-
- New Request for Plan Year
- New Request for Winter or Spring Appointment Participation (Late Start)
- Review Finalized as Proposed, Final Letter Needed
- Review Finalized, Updates Required for Proposed, Final Letter Needed

Complete all fields. Please note: **Only on or the other of the top two NSP 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	
<p>Second Affiliated Academic Department, School, or Unit *</p> <p></p>	
<p>Second Affiliated Academic School/Unit's Dean's Office or Administrative Unit *</p> <p>Q</p>	
<p>Is the Dean's/VC's Office for this second department/unit the same as the proposing unit's Dean's/VC's Office?</p> <p>...</p>	
<p>Second Department Head *</p>	<p>Second Department Head Email</p>
<p>Second Dean or VC Approver/Endorser *</p>	<p>Second Dean or VC Email</p>
<p>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.) *</p> <p>...</p>	

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

If you have indicated on the form that the participant applicant has a pending review action, this section will appear and you will follow the form instructions to create a provisional request line on the Kualu Build form. Read the instructions carefully.

Current Salary Data and Program-Eligible Negotiated Component--For Appointees with Pending Review Actions Only

PLEASE NOTE: PROVISIONAL RATES ARE USED SOLEY FOR PROVISIONAL APPROVAL LETTERS AND UC PATH ACTIONS WHILE FINAL REVIEW DECISIONS ARE PENDING. Please use the current Base Salary Rate (scale rate, market, and bonus) and request a proposed Negotiated Salary Component (NSC) that does not exceed 30% program guideline max. Note: NSCs for provisional rates are not carryovers of last year's rates and are requested new each new plan year.

Provisional Proposed NSP 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) *	Base Salary Rate	Negotiated Salary Component *	Total UC Salary Rate	Summer Salary Max (ENTER 3/9ths at NSP rate) *	Total UC Comp *
...	...								
Provisional Enrollment Percentage: *									

Add Proposed NSP Participation

All applicants will fill this section out by entering the values from the JSOE system OR the NSP Request Worksheet tab and attach the NSP Request Worksheet spreadsheet or full PDF export. for the benefit of reviewers.

Proposed NSP Participation



The Total UC Salary rate is based on the October 2024 salary scales and may not be changed for any reason during the year, including any October 2025 range adjustment. If the scale-based component is raised at a future date, the Negotiated Salary Component will be adjusted downward so that the Total UC Salary remains constant.

UC Path Job Title *	Step *	Annual Scale Rate *	MOS (annual) *	BOS (annual) *	Base Salary Rate	Negotiated Salary Component *	Total UC Salary Rate	Summer Salary Max (ENTER 3/9ths at NSP rate) *	Total UC Comp *
...	...								
Contingency Fund Obligation (Equivalent of 10% NSC above) *					Proposed Enrollment Percentage *				
NSP 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.)									
<input type="button" value="Select a File"/>									

Complete Contingency and NSC Fund Breakdown Section

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

Follow instructions in Kuali and ensure that your totals for each section are equivalent to the **exact total 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: --		
<input type="button" value="+ 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: --		
<input type="button" value="+ Add Another Row"/>			

Submit Form

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

- All Schools not using the JSOE system 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.
- Dean's Office's will review all Kuali forms for completion, program compliance, and correctness before they move to Academic Compensation at APS

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

- *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 NSP, 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.

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

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 NSP program requirements in the Fund Manager Comments.

Attach approval documentation for the use of proposed funding where applicable.

Select a File

Fund Manager Comments:

Fund Manager Signature *

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 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 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 NSP 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 NSP 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.

EVC Approved Annual Department Courseload *

Requestor's Approved Courseload in your Department *

If this differs from EVC Approved Annual Department Courseload, note why in comments.

Has the requestor received a recent formal retention? *

I support the Requestor's participation in NSP 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 NSP good standing requirements listed in the UCSD Negotiated Salary Program 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 NSP program requirements in the Second Department Chair Comments.

EVC Approved Annual Department Courseload *

Requestor's Approved Courseload in your Department: *

If this differs from EVC Approved Courseload, note why in comments.

Has the requestor received a recent formal retention? *

I support the Requestor's participation in NSP 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
Second Dean or Vice Chancellor Signature

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 Kualu 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:

NSP Provisional Decision

Compensation Decision Date

Has a review decision been made since the time the application was submitted, removing the need for a provisional letter?

If a review decision is already final, no letter will be uploaded as provisional and Deans' Offices will be asked to move the application back to the submitter for updates.

Provisional Approval Letter

NSP Final Decision

Please distribute and inform your departments they may enter UCPath.

Compensation Decision Date

Final Approval Letter *

Post Review Process for Provisional Letter Recipients

For provisional letter recipients, the Kuali application will remain open until the submitter can update 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.

Negotiated Salary Program Application

If you have additional questions on routing or form requirements, email: hzion@ucsd.edu

Applicant Information

Fiscal Plan Year: 2025-2026

Action Type Requested *

New Request for Plan Year

New Request for Winter or Spring Appointment Participation (Late Start)

Review Finalized as Proposed, Final Letter Needed

Review Finalized, Updates Required for Proposed, Final Letter Needed

Does the appointee have a pending review file (to	Late Start Hire Effective Date (from Appointment Letter, e.g.	Will the appointee hold a faculty administrator appointment	What cash compensation is connected? *	Stipend * Provide annual stipend rate. All stipend approvals	Summer Ninths Please designate annual admin	Does the faculty administrator appointment provide	Course Relief Please designate annual courses released
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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. After Dean's Office review for correct updates, 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 line, 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.

Submitters and Dean's Offices will receive copies of finalized Kualu application for their files.

Contacts:

Please contact Heather Zion with any questions about the Kualu Build Application.

Please contact your Dean's Office with any questions regarding their review process.