UCSB OFFICE OF RESEARCH
Instructions for Completing the UCSB Office of Research
UC Cash Project Contribution Request Form

Record #	Enter the ORBit record# associated with the proposal
Sponsor Deadline	Enter the due date for the submission
Lead PI	Enter the first, middle initial and full last name of the individual primarily responsible for the project
Lead PI Email	Enter the full e-mail address of the Lead Principal Investigator
PI Home Dept	Enter the name of the PI's home department, unit, institute, etc.
Administering Dept	Provide the name of the department, unit, institute, etc. responsible for submitting the proposal
C&G Liaison Name & Liaison email	Provide name and email of the person in the administering department who is responsible for administering extramurally funded projects
Proposal Title	Enter title of project. Should match the title on the Office of Research data sheet and sponsor forms
Funding Sponsor	Enter the name of the potential funding agency. Please do not abbreviate
Solicitation Title	Provide the title of the agency announcement
Co-PIs & their home department(s)	List first and last names of co-PIs, their titles, and their affiliations (department/research unit if from UCSB, institution if not from UCSB)
Other Collaborators	List any other individuals or entities involved in the project
Does the solicitation require cost sharing?	Check "yes" if the agency guidelines state that there is a mandatory cost share requirement. If not, check "no"
Is cost sharing prohibited in the solicitation?	Check "yes" if the agency guidelines state that cost sharing is prohibited. If not, check "no"
Does the solicitation require a letter of support?	Check "yes" if the agency guidelines state that a letter of support is required. If not, check "no"
Cost-sharing requirement and associated page # from solicitation	Please describe the sponsor's cost-sharing requirement and associated page # from solicitation
Sponsor Budget – Direct Costs	List the total direct costs on the sponsor budget
Sponsor Budget – Indirect Costs	List the total indirect costs on the sponsor budget
Sponsor Budget – Total Budget	List the total budget requested from the sponsor (direct + indirect costs). Include sponsor budget as an attachment to request form
Cost Share Budget - Secured In-Kind	List already secured in-kind cost share
Cost Share Budget - Requested Cash	List the requested cost share cash amount
Cost Share Budget - Total Cost Share	List the cost share budget (in-kind + requested cash). Include cost share budget as an attachment to request form

All UC Cash Contribution Request forms must be sent to costshare@research.ucsb.edu and accompanied by required supporting documentation as outlined on form at least 10 days before sponsor deadline.