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

Lead Principal Investigator	Enter the first, middle initial and full last name of the individual primarily responsible for the project.
Lead PI E-mail	Enter the full e-mail address of the Lead Principal Investigator.
Home Department/Unit	Enter the name of your home department, unit, institute, etc.
Administering Department	Provide the name of the department, unit, institute, etc. responsible for submitting the proposal.
Administering Department Liaison and Liaison email	Provide name and email of the person in the administering department who is responsible for administering extramurally funded projects
Funding Sponsor	Enter the name of the potential funding agency. Please do not abbreviate.
Due Date	Enter the proposed date of submission.
Solicitation Title	Provide the title of the agency announcement.
Guidelines URL	Provide the website address for the guidelines.
Proposal Title	Enter title of project. Should match the title on the Office of Research data sheet and sponsor forms.
Project Description	Briefly describe the project or attach project abstract.
Co-Principal Investigators	List first and last names of co-Principal Investigators, their titles, and their affiliations (department/research unit if from UCSB, institution if not from UCSB).
Justification	Indicate how the project will impact the campus including: student or postdoctoral positions; jobs created; new or updated equipment; new or updated facilities; etc.
Other Collaborators	List any other individuals or entities involved in the project.
Does the agency require cost sharing?	Check "yes" if the agency guidelines state that there is a mandatory cost share requirement. If not, check "no".
Total Project Cost	List the total project cost, including project contributions, and attach a draft detailed budget.
Requested Project Contribution Amount	Indicate the dollar amount of UC Cash requested based on the agency guidelines.
Secured Commitments or Other Funding Sources	List any commitments or other funding sources already secured for the project, including the source (Department Chair, Dean's Office, Industry partner, etc.) and the amount of cash or in-kind contribution.

Forms and attached documents must be submitted to the Office of Research (e-mail) at least 10 working days days prior to the funding agency deadline.

Created 11/15/10