



# UC San Diego Policy & Procedure Manual

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## CONTRACTS AND GRANTS (RESEARCH)

Section: 150-11 EXHIBIT A

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### EXHIBIT A

#### FORMAT OF PROPOSED REGENTS' ITEM

The Principal Investigator should prepare and submit one double-spaced original copy of the proposed Regents' Item in the exact format prescribed below:

**PROPOSED REGENTS' ITEM**

DATE:

TO MEMBERS OF THE COMMITTEE ON EDUCATIONAL POLICY:

#### PROPOSED CONTRACTS AND GRANTS

Recommendation:

From the (*name of sponsoring agency*), approximately (*total amount in figures to nearest thousand dollars*) during a period of (*number of years and or months, spelled out*) commencing (*beginning date*) for (*new, continued, or renewed*) support of a (*research, training, or other*) (*project or program*) entitled ("*title of project*") under the direction of (*academic payroll title, e.g., Professor*) (*name*) (*position, e.g., Chair, Dept. of \_\_\_\_\_*), San Diego campus.

#### Background

(A synopsis describing in layman's language the pertinent history, purpose, and scope of the proposed project, anticipating and answering any potential questions. Do NOT use abbreviations. Unity, coherence, emphasis, coupled with brevity and lucidity, are essential. Information must be included which describes how this project will benefit and enhance the scholarly or professional training and/or public service missions of the University. The LAST SENTENCE must state the number of graduate students to be budgeted for support as Research Assistants, or must state that none are to be so supported. If no support is provided for Research Assistants, describe any opportunities which will be available for training predoctoral and/or postdoctoral students.)