



# UC San Diego Policy & Procedure Manual

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## CONTRACTS AND GRANT (RESEARCH)

### Section: 150-10 EXHIBIT B

Effective: 03/10/1995

Supersedes: 12/12/1985

Review Date: TBD

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Issuing Office: [Graduate Division](#) and [Office of Research Affairs](#)

### EXHIBIT B

#### REQUEST FOR EXCEPTION TO SUBMIT PROPOSAL FOR EXTRAMURAL SUPPORT

Request must be submitted to the appropriate Vice Chancellor  SOLE PI  CO-PI  
or Dean ten (10) working days prior to agency due date. with    
 STUDENT  STAFF

Present payroll Title: \_\_\_\_\_ % Time: \_\_\_\_\_ Effective Dates: \_\_\_\_\_

Proposed payroll Title: \_\_\_\_\_ % Time: \_\_\_\_\_ Effective Dates: \_\_\_\_\_

% Salary on Proposal: \_\_\_\_\_ % Effort on Proposal: \_\_\_\_\_ Period to be Paid from Proposal: \_\_\_\_\_

Agency: \_\_\_\_\_ Agency Due Date: \_\_\_\_\_

UCSD #: \_\_\_\_\_ Proposal Title: \_\_\_\_\_

Proposal Period : Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Proposal Amount: \_\_\_\_\_

PLEASE ATTACH A CURRICULUM VITAE OR BIO-BIBLIOGRAPHY, A TWO TO THREE SENTENCE DESCRIPTION OF THE PROPOSED RESEARCH, AND THE DEPARTMENT'S RESPONSES TO THE FOLLOWING QUESTIONS IN SEQUENCE:

1. How will the project or program contribute to the "basic academic plan" and/or research programs of the department or organized research unit?
2. What are the qualifications of the individual to undertake the proposed project or program? If the proposed PI is a project scientist, discuss his/her demonstrated strong potential for conducting independent research. If sole-PI status is requested, state why no regular faculty or research scientist is to act as co-PI with the applicant.
3. What are the unit's plans for future appointment status of the individual through the end date of the proposed grant period and afterwards?
4. Does adequate space for project exist within the unit for the duration of the project?
5. What fund sources are budgeted to provide the balance of the person's salary when less than 100% salary is requested in the proposal?
6. What fund source will provide support services; e.g., secretarial support, supplies, duplication, telephones?
7. If proposed project or program is not funded, what are the future plans for individual requesting this exception to policy?

**University of California, San Diego Policy – PPM 150 – 10 Exhibit B  
PPM 150 – 10 Eligibility to Submit Proposals for Extramural Support**

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I understand the approval of this exception to policy does not imply that the University will extend or increase my current appointment period, nor does it obligate the University to do so.

\_\_\_\_\_  
Signature of Proposed PI / Date

\_\_\_\_\_  
Name / Extension

\_\_\_\_\_  
Email Address / Mail Code

**APPROVALS**

\_\_\_\_\_  
Department Chair/ORU Director / Date

\_\_\_\_\_  
Vice Chancellor-Marine Sciences / Date  
or Dean-School of Medicine

\_\_\_\_\_  
Vice Chancellor for Research / Date

**CONDITION:**

\_\_\_ Approval is contingent upon appointment to the proposed title and favorable endorsement by the Affirmative Action Coordinator