Submission Instructions

The Negotiated Salary Trial Program ("NSTP") allows eligible ladder-rank faculty to contribute external funding resources toward their total University of California (UC) salary. The NSTP, like the well-established Health Sciences Compensation Plan (HSCP), allows faculty to utilize external fund sources to support a portion of their total compensation.

Deadline for submitting 2018-19 requests to Dean is **MONDAY, MAY 1, 2018**. No extensions of time to apply will be granted. All requests must be completed and signed electronically. No hard copies accepted.

Please follow the five easy steps below to apply for participation in the NSTP. Requestors will be notified of the final decisions regarding their requests throughout the month of June 2018.

(Please note that you will need Internet Explorer or Firefox to access the fillable forms. Google Chrome is not compatible and does not work)

Step 1

Review the **NSTP Implementation Procedures** and confirm funding availability with relevant personnel (see below)

Step 2

Faculty Requestor completes 2018-2019 **Faculty Requestor Form**

Requestor forwards completed **Faculty Requestor Form** (one form) to Fund Manager responsible for your accounts, via email

Step 3

Fund/Department Manager completes **Fund Manager Form**

- Fund/Department manager forwards completed (i) **Faculty Requestor Form** and (ii) **Fund Manager Form** (two forms) to Department Chair/Associate Dean, via email

Step 4

Department Chair/Associate Dean completes **Dean/Chair Form**

- Department Chair/Associate Dean forwards completed (i) **Faculty Requestor Form,** (ii) **Fund Manager Form**; and (iii) **Dean/Chair Form** (three forms) to Dean, via email

Step 5

Dean electronically signs bottom of Dean/Chair Form

Dean's Office electronically submits completed (i) **Faculty Requestor Form**, (ii) **Fund Manager Form**; and (iii) **Dean/Chair Form** (three forms) to academicpersonnel@ucr.edu, via email – **SUBMISSION DEADLINE IS MONDAY, MAY 15, 2018**

If you have additional questions or concerns, please send email to academicpersonnel@ucr.edu