

**AP Contacts Agenda  
September 27, 2013**

**1. APM 025 – Erin**

**2. GCCP**

**A. Worksheet**

**a. Purpose of the Worksheet**

- i. To verify fund sources are in place to cover the salary for the entire year
- ii. To verify that you're allocating to the correct fund sources and in the appropriate amounts
- iii. To help you enter this into PPS.

**b. Fund source on the worksheet**

- i. FTE (state) vs. endowment/grants/stipends/gift money
- ii. What is an NIH CAP? (11,231.25 regular, \$14,957.00 summer).
- iii. NSF funding in the summer
- iv. Start-up funds up to 10K, but not to be used for contingency

**c. Section By Section explanation**

- i. Current vs Proposed
  1. Review file should be submitted prior to GCCP. GCCP requests for files that are up for review will not be reviewed by CAP if the file is not in already - meaning any file submitted after May 1 – those faculty can't participate in the GCCP.
  2. Requesting 20% for next year and rounding.
- ii. Contingency Fund
  1. How is this calculated? And why?
  2. How is this paid?
- iii. Minimum Salary from FTE Fund Source
  1. How is this calculated?
- iv. Covered Compensation – FTE fund sources
  1. 50% of *Covered Compensation* on 20095A funds for most, rest on 19990A. However, the percentages calculated in the spreadsheet are based on the *Total UC Salary*. Let me explain.
  2. Why is there a minimum and a maximum?
  3. Must fully fund as close as possible all FTE related funding without going over.
- v. Covered Compensation – Other Sources
  1. Contingency amount
  2. FSEP? Partial Sabbatical?
  3. Why is there a Minimum and a target amount

(Using the wrong starting info in the Covered Compensation-FTE Fund Sources Section) will result in an incorrect target amount calculation).

4. Covered Compensation All Fund sources – what is this?
5. What's the Difference?
- vi. Negotiated salary increment
  1. Easiest Section! Just matches the amount of negotiated increment
  2. Biggest issue = fund source
  3. Use this section to “make up” for rounding issues in the other sections
  4. What is the maximum?
  5. How is calculated salary all fund sources different from Covered Comp all fund sources?
- vii. Summer Salary
  1. Only two months max for NSF funding
  2. NIH Cap changes (\$14,975)
  3. 3 total months required unless an exception is submitted and approved.
- viii. Administrative Stipend
  1. No change to the way it's administered.
- ix. Percentages
  1. The total percentage from all sources should total **exactly 1.0** (not 1.0001 or .9999)
  2. Calculation formulas are available online (but I don't use them).
  3. Everything should start with the FTE section. Get that number as close as possible. This will help to drive the remaining percentages.
  4. Percentages don't reflect actual effort.
  5. Percentages are based on the Total UC Salary rate.
- x. Tricks to double check your work (for standard requests)
  1. Covered Compensation – FTE fund Sources. – the total amount you put into that section should be equal or close to equal (without going over) to the FTE Fund Source Max.
  2. The amount of money (total dollar amount paid) on 20095A funds should be half of the Covered Compensation Rate (not the percentage reflected in this section).
  3. Covered Compensation – other fund sources should be equal to both the target amount and minimum amount (or close to it).

## **B. Request Form**

- a. Info transfers automatically from worksheet. Some departments had worksheets that didn't match the request.
- b. Please add names and titles to the request form
- c. Signatures – do they need to be original? Submit worksheet in Excel and request in .pdf.
- d. Funding from outside the dept/backup

## **C. Other Issues**

- A. Due Dates – very strict this year!
  - a. Call letters will go out by **March 1st.**
  - b. Faculty member must submit their request **to the chair by April 1st.**
  - c. Chair must submit to **us by April 15.**
  - d. And we have turn them in by **May 1.**
  
- B. Back up info
  - a. Good standing criteria and APM 025
  - b. Training certificates
  - c. Approvals to use fund
  - d. Proof of funding – don't need the entire proposal
  
- C. PPS Entry
  - a. Training available
  - b. DOS codes and instructions are online
  
- D. Must be 100% every month.
  - a. But – the fund sources can change after the GCCP has been approved.
  
- E. Other issues and suggestions?
  - a. Checklists?