



This Addendum is required when faculty and/or staff effort is committed from more than one division of UNE (i.e. college or Center). This Addendum is the means by which approval of chairs and deans is obtained for faculty and/or staff participating on cross-college proposals. This completed and signed form should be submitted to OSP not later than five (5) business days prior to the due date. **All proposals must be reviewed and approved by OSP prior to submission.**

1	Primary UNE Applicant PI	2	Due Date
PI/PD Name: _____ PI/PD Phone: _____ UNE College: _____ UNE Dept: _____ Or UNIV Unit (non-college unit): _____		Due Date: _____ Full application, including signed Pink Sheet, is due to OSP five business days prior to due date.	
Title of Project: _____		3	If this is a subaward
Project Period: _____ to _____			
Campus/Site of work: _____			
Funding Source: _____		Prime PI: _____ Prime Org: _____	

4	Non-Primary Participating College or Center
College or Center*: _____	
*The remainder of this form applies ONLY to the participation of this College or Center on the project listed in Section 1 above.	

5	Time Committed and Budget Relief (if applicable) for Non-Primary College or Center Participants						
Budget Relief are grant funds which will relieve currently budgeted institutional funds (i.e. if grant will cover part of academic-year salary). Do not put matching or cost-share money here.							
Salary & Fringe Relief:		Y01	Y02	Y03	Y04	Y05	Project Totals
Name:	% Effort						
	\$ Relief (if applicable)						
Name:	% Effort						
	\$ Relief (if applicable)						
Name:	% Effort						
	\$ Relief (if applicable)						

6	Comments or other Details

7**Course Buy-out** (only if applicable)

If asking for course buy-out, please list how many courses/units/blocks you are requesting to buy out per year.

Faculty Member:	Y01	Y02	Y03	Y04	Y05	Project Totals

8**Department Chair or Center Director ***

I have reviewed and hereby approve the participation of the individuals listed above as part of the UNE application and project indicated in Box 1, consistent with institutional policies and resources for Personnel Commitment, Equipment, Available Space, and Budget.

 Department Chair / Center Director's Signature

 Date
9**Dean or APRS ***

 Dean or APRS Signature

 Date

* Center Director and relevant Provost or Associate Provost signature is required in lieu of Dept. Chair and Dean for any Center application.

NOTE: Signatures on this page denote approval of any match or cost-share identified on page 3.



Do not fill out this page unless you have cost-share or matching related to this addendum.

Project Match/Cost-share									
10	PI shall list ALL costs which UNE will cover, broken out by budgetary account source (i.e. provide the Banner number for the Dept. salary line or Dean's office supply line) Note that PI must obtain a signature approval for each Banner account.								
	Item (eg salary)	Banner account	Amount Y01	Amount Y02	Amount Y03	Amount Y04	Amount Y05	Total \$	Signature Approval (required for each account*)
TOTAL:									
Comments									
<p>* The signature of whomever has budget authority for the account to be used for cost-share, typically a Dean or Vice President.</p>									

11		Fiscal Affairs Approvals	
		For hard-dollar match only.	
		OSP will obtain these signatures once this form, with all other signatures, is provided.	
_____	_____	Director of University Budgeting	Vice-President for Fiscal Affairs (needed when match exceeds \$10,000)
Comments			