

Faculty Requestor, submit **Form A** to Fund Manager by **March 15, 2024**.
 Fund Manager, submit **Form A and B** to Dept. Chair by **April 5, 2024**.
 Dept. Chair, submit **Form A, B, and C** to Dean by **April 12, 2024**.
 Dean, submit **Form A, B, C, and D** to Vice Provost by **May 3, 2024**.

2024-25 Negotiated Salary Trial Program (NSTP)

Faculty Requestor Name	Employee ID	Title/Rank	Step	Appt %:
Department		College/School		

Form A – Faculty Compensation Request

Negotiated Salary Trial Program Information:

- Read through the [UC Davis NSTP Phase 2 Implementation Plan](#).
- Your funding for the Negotiated Salary Component (NSC) must cover July 1, 2024 – June 30, 2025. You may use funding from multiple eligible sources.
- Workforce reductions to confer funding eligibility for the Negotiated Salary Trial Program are prohibited.
- Salary based on approved advancement actions effective July 1, 2024 may be used as the basis of the request.

Request Summary

Negotiated Salary Percentage (30% max): <i>Enter the percent increase you are requesting</i>	Was an advancement action submitted during AY 2023-2024? Yes No
Total Number of Summer Months (max 1): <i>Enter the number of summer months of summer salary you plan to take. (Must be 1 for FY faculty)</i>	If yes, has the decision been announced? Yes No <i>If yes, you may use the approved salary (base + o/s) as the basis of your request.</i>

Research Group Members
Include Research Staff, Postdocs and Graduate Students

Example:

For each Research Group Member, report their status for both the 2023-24 **AND** 2024-25 fiscal year.

If the Research Group Member was not here for one of the fiscal years, explain why.

If a Research Group Member held more than one position in a given fiscal year, address each position in a new row. See example to the right.

Fiscal Year	Name	Title	% Effort Independent of salary source	# Qtrs GSR	# Qtrs TA/Reader	# Qtrs Outside Fellowship	# Qtrs Without Salary	Explanation of Quarters Without Salary/Staffing Changes
24-25	Tracey Brown	Grad Student - PhD	50%		2			Increase or decrease
24-25	Pat Lee	PostDoc	100%			2	1	voluntarily separated
23-24	Kelly Garcia	Project Scientist	50%			4	1	new co-hired by another faculty

- A full time graduate student whom you are the thesis advisor = 50% effort.
- A Postdoc working full time in your group = 100% effort
- A Project Scientist co-mentored by another faculty = 50% effort

List any additional explanations for staffing changes below, if any:

2024-25 Approved Course Load

Quarter	% Taught	Course Number	Course Title	Quarter	% Taught	Course Number	Course Title

Have you requested and/or plan to request course release time in 2024-25? Yes No

Have you requested and/or plan to request Sabbatical leave in 2024-25? Yes No

Quarter(s):

If yes to questions above, provide a reason, how many courses, and in what quarter(s)?

Faculty Certification

I confirm that I have read the [UC Davis NSTP Phase 2 Implementation Plan](#) and agree to maintain compliance with all that is included in the plan, including but not limited to the following:

I am in compliance with all applicable University policies, procedures, and all training requirements.

I have sufficient, eligible external funding to cover my NSC obligation for the entire 12 month period.

I will not reduce my teaching, research, service, and graduate support commitments during the fiscal year of my participation in the NSTP.

I understand that I am required to contribute to the Reserve Fund and these monies will **not** be returned to me.

I understand early withdrawal from the program is allowed only upon separation from the University, or as a result of an official disciplinary action.

Faculty Requester Name (serving as electronic signature)

Date

Faculty Requestor, submit **Form A** to Fund Manager by **March 15, 2024**.
 Fund Manager, submit **Form A and B** to Dept. Chair by **April 5, 2024**.
 Dept. Chair, submit **Form A, B, and C** to Dean by **April 12, 2024**.
 Dean, submit **Form A, B, C, and D** to Vice Provost by **May 3, 2024**.

2024-25 Negotiated Salary Trial Program (NSTP)

Faculty Requestor Name	Employee ID	Title/Rank	Step	Appt %:
Department		College/School		

Form B – Fund Manager/Department Manager Certification

Negotiated Salary Trial Program Information: additional information can be found on the UC Davis NSTP Phase 2 Implementation Plan

Negotiated Salary Component (NSC)

- Funding for the NSC must be available for use and in a UC Davis account from July 1, 2024 to June 30, 2025.
- The NSC may be covered by multiple eligible fund sources.
- NSC funding **must come from external funds** (e.g., grants, gifts, external awards.) State (19xxx) funds, or other internal funds (e.g., Chancellor’s Fellows awards, overhead funds) may **NOT** be used to cover any portion of the NSC.

Reserve Funding

- Reserve fund contribution must be at least 10 percent of the total NSC plus benefits, this will be funded by the faculty participant using discretionary, or other state funding available to the participant such as gift funds, and will be held in the Dean’s Office.
- State (19xxx) funds may be used to cover reserve fund contribution.

Cap Gap

- Cap gap funding must be included in the annual salary negotiation proposal. Participants of the NSTP must fully fund their cap gap in order to participate in the program. State-appropriated general funds may **NOT** be used to fund the cap.

Other

- Participation in the NSTP requires full obligation of Summer Salary.

Fiscal Year Appointment - Request Summary
for appointments made prior to July 1, 2014

Annual Base Salary (SBS) + Off-Scale Salary: Enter the requestor's professorial salary – do not include summer comp, administrative pay/stipends, or current NSTP compensation	
Negotiated Salary Percentage (30% max): Enter a whole percentage here and the actual dollar amount will calculate below.	
Negotiated Salary Component (NSC): This is automatically calculated based on the percentage entered above.	
Total UC Salary Rate: Automatically calculated: Annual Base Salary (including Off-Scale salary) + Negotiated Salary Component (rounded to nearest dollar)	
Summer Salary Monthly Rate: Automatically calculated: Total UC Salary ÷ 11	
Total Number of Months: Enter the number of months of summer salary the requester is planning to take (1 required).	
Fiscal Year Summer Salary Total: Automatically calculated: Summer Salary Rate x Total Number of Ninths/Months (rounded to nearest dollar)	
Annual Administrative Stipends (if applicable): Enter any administrative stipends here.	
Total Annual Compensation: Automatically calculated: Total UC Salary + Summer Salary Total + Administrative Stipend (rounded to nearest dollar).	

Amount Needed for Participation:

Summer Increment: Automatically calculated: Amount of Summer Increment from NSTP Participation	
Reserve Fund Percentage Selection: Minimum 10%, colleges may require additional reserve funds.	
Reserve Fund Contribution: Automatically calculated: % of Negotiated Salary Component	
Reserve Fund Benefits Contribution: Automatically calculated: % of Benefit Costs (Calculated at 40.7% of Negotiated Salary Component and 9.9% of Summer Increment)	
Total Reserve Fund Obligation: Automatically calculated: Reserve Fund Contribution + Reserve Fund Benefits Contribution	
Estimated Composite Benefits Rate: Automatically calculated: 40.7% of NSC + 9.9% of Summer Increment + Reserve Fund Benefits Contribution	
Total amount needed for participation in NSTP: Automatically calculated: NSC + Reserve Fund + Incremental Increase in Summer Salary (if applicable) + Estimated Composite Benefits Rate	
Total amount including Summer Salary Obligation: Automatically calculated: NSC + Reserve Fund + Incremental Increase in Summer Salary (if applicable) + Estimated Composite Benefits Rate + Summer Salary	

Funding for NSTP

- Provide information regarding funding that will be used for funding NSTP participation in 2024-25.
- Fund manager is responsible for verifying that funds are used as intended, pursuant to the terms and/or expectations of the funding authority. (TIP: make sure the agency does not have limits regarding the faculty's pay rate/salary. When in doubt, get approval from the agency's program manager.)
- State (19XXX) funds, or other internal funds (e.g., Chancellor's Fellows awards, overhead funds) may **NOT** be used to cover any portion of the NSC.
- Cap gap funding must be included in the annual salary negotiation proposal. Participants of the NSTP must fully fund their cap gap to participate in the program. State-appropriated general funds may not be used to fund the cap.

Type of Fund	Fund Title	Account/ Fund	Amount to be used for NSTP	Start Date	End Date	This account will be used to fund the:
TOTAL:						

Provide total expenditures from all fund sources (contracts, grants, etc.) for FY 2023-24:
Include expenditures for personnel, equipment, etc.

Fund Manager Certification

Verify and initial lines 1-4. If you are unable to verify lines 1-4, please complete line 5 with an explanation.

I have verified the following information with regard to the above-named Faculty Requestor:

1. _____ The funds listed in the request are in a UCD account/fund that is assigned to, or may be used at the discretion and approval of the requestor;
2. _____ The total dollar amount requested is within the 30 percent limit set forth by the NSTP;
3. _____ The aggregate of the funds listed in the request are appropriate and sufficient to cover the salary, benefits and reserve fund obligations; and
4. _____ The funds will be in an assigned UCD account/fund as of June 30, 2024, and will be available for use from July 1, 2024 to June 30, 2025. These funds will be encumbered, for the benefit of the requestor, upon approval of this proposal.

OR

5. _____ The funds listed in the request are, (i), **not** appropriate and/or insufficient to cover the NSC, associated benefits, and contingency fund obligations, or (ii) will **not** be available for use from July 1, 2024 to June 30, 2025.

Provide any additional comments or explanations for #5 in the space below.

Fund Manager Name (serving as electronic signature)

Date

Faculty Requester Review

I have thoroughly read and reviewed the above information with the Fund Manager and concur that the above accounts will be used to fund the NSTP components. There will be sufficient funds in these accounts as of June 30, 2024 and will be available for use from July 1, 2024 through June 30, 2025.

Faculty Requester Name (serving as electronic signature)

Date

Faculty Requestor, submit **Form A** to Fund Manager by **March 15, 2024**.
 Fund Manager, submit **Form A and B** to Dept. Chair by **April 5, 2024**.
 Dept. Chair, submit **Form A, B, and C** to Dean by **April 12, 2024**.
 Dean, submit **Form A, B, and C** to Vice Provost by **May 3, 2024**.

2024-25 Negotiated Salary Trial Program (NSTP)

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Form C – Department Chair* Certification

*If no Department Chair, Associate Dean should complete Form C

Check boxes as appropriate, leave unchecked if not in agreement.

I have verified that the Requestor has not reduced and is not expected to reduce support for graduate students, postdocs, researchers, or any other positions due to their NSTP participation, in terms of Total FTE and Total Dollars.

I have verified that the Requestor has attained advancement in rank or step at the last on-cycle academic review, or equivalent satisfactory review.

I have verified that the Requestor is making appropriate contributions to financial support of graduate education and research activities.

I have verified that the Requestor has fulfilled all teaching, research and service obligations in FY 2023-24.

I have verified that the Requestor will fulfill all teaching obligations in FY 2024-25, as follows:

Estimated number of courses to be taught: _____ Approved departmental course load: _____

I have verified that the Requestor is in compliance with all applicable University policies, procedures, and training requirements, including but not limited to, the following: (check if training has been completed)

Patent Agreement Sexual Violence and Sexual Harassment Prevention Training
 Safety Training Outside Professional Activities

I certify that the requested salary amount is within the norms of the department/discipline and is consistent with the [UC Davis NSTP Phase 2 Implementation Plan](#).

I certify that allowable and appropriate resources are available to support this request, and that the reserve fund requirements have been met.

I support this request based on the above.

*Leave blank if you do not support this request, and include a reason in the comments:

The Requestor received a formal retention offer:	Academic Year of Retention Offer:
I reviewed this NSTP application with the Requestor:	

 Department Chair* Name (serving as electronic signature)

 Date

Faculty Requestor, submit **Form A** to Fund Manager by **March 15, 2024**.
 Fund Manager, submit **Form A and B** to Dept. Chair by **April 5, 2024**.
 Dept. Chair, submit **Form A, B, and C** to Dean by **April 12, 2024**.
 Dean, submit **Form A, B, C, and D** to Vice Provost by **May 3, 2024**.

2024-25 Negotiated Salary Trial Program (NSTP)

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Form D - Dean Certification

Check boxes as appropriate, leave unchecked if not in agreement.

I verify that the Faculty Requestor has passed a compliance check. (Academic Affairs conducts compliance checks to ensure that the faculty requester is compliant with University policies and current with all mandatory training requirements. To request a compliance check, email Academic Affairs at academiccompliance@ucdavis.edu. Compliance checks typically have a 2-3 week turnaround time.)

I approve the Base Salary Rate, Negotiated Salary Component, and Total UC Salary Rate amounts.

I support this request based on the above. (Leave blank if you do not support this request and include a reason in the comment section below).

Dean Name (serving as electronic signature)

Date

Faculty Requestor, submit **Form A** to Fund Manager by **March 15, 2024**.

Fund Manager, submit **Form A and B** to Dept. Chair by **April 5, 2024**.

Dept. Chair, submit **Form A, B, and C** to Dean by **April 12, 2024**.

Dean, submit **Form A, B, C, and D** to Vice Provost by **May 3, 2024**.

2024-25 Negotiated Salary Trial Program (NSTP)

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Form E – Final Approvals

Review and make final determination of endorsement or rejection of NSTP request.

I endorse this NSTP request.

I reject this NSTP request. (Include a reason in the comment section below).

EVC/Provost or designee Name (serving as electronic signature)

Date