



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: _____		Due Date: _____	
UNE College: _____		Full application, including signed Pink Sheet, is due to OSP five business days prior to due date.	
PI/PD Phone: _____ UNE Dept _____		Is this a paper submission? <input type="checkbox"/>	
Title of Project: _____		3	If this is a subaward
Project Period: _____ to _____		Prime PI: _____	
Campus/Site of work: _____		Prime Org: _____	
Funding Agency: _____			

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 is any grant monies 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 Associate Provost for Research and Scholarship (APRS) signatures are required in lieu of Dean and Dept. for any Center application. Please see http://www.une.edu/research/sponsored/policies-forms for indirect distribution.		

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									
* The signature of whomever has budget authority for the account to be used for cost-share, typically a Dean or Vice President.									

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			