

Commitment Agreement (MOU)
between
Principal Investigator (PI)
and
College of Natural and Social Sciences (NSS) Dean's Office

The NSS Dean's Office is committed to supporting PIs as they seek and obtain funding to propel their work as teacher-scholars. To ensure that the College is able to provide needed resources and support, the PI will need to complete this MOU by sharing the items below.

At least one week prior to the Dean's level Cayuse approval date, the following must be provided to the Dean (or designee), the NSS Resource Manager, and to nssfiscal@calstatela.edu. NSS will not approve the submission on Cayuse if this deadline is not met.

1. PI name, Project name, Funding agency, Abstract
2. Itemized budget
3. Additional resource needs list. For each of the categories below, please describe the needs in writing OR state "no additional resources are needed."
 - a. Cost-share requests, including 8% administrative costs.
 - b. Specialized IT support (secure data storage, etc.)
 - c. Facilities modifications or space needs
 - d. A letter of support from the Dean (If yes, please provide a template and requirements/guidelines from the funding agency)
 - e. Any other resources not mentioned above

Conditions:

1. All cost-share agreements must be made before the proposal is submitted as part of the proposal routing. This MOU must be completed and approved by the College before the proposal is submitted to the funding agency.
2. This MOU is made with the PI of the grant, even if the PI is not from NSS.

Reminder: If you have not already done so, please let the University Office of Research, Scholarship, and Creative Activity (ORSCA) know that you are submitting a grant proposal by completing their Intent to Apply for External Funding Form (<https://www.calstatela.edu/orsca/intent-apply-external-funding>). Completing this form will allow ORSCA to offer you additional supports and guidance through the grant submission process.