Project Information

Principal Investigator - Please enter the name of the person who will assume overall responsibility for the project, enter the name as entered in the UNH employment system.

Project Title – Enter the official project title as presented on the proposal.

Budget Information

Description - Specify contributed services from UNH and non-UNH sources such as boat time, equipment maintenance, consulting, in-kind or other 3rd party services. Attach supporting letter from responsible person for each non-UNH instance of cost share.

Amount - Enter the dollar value of the item being cost shared, rounded to the nearest dollar.

FY - Enter 2-character UNH fiscal year during which cost shared item is likely to be consumed. E.g., 7/1/06-6/30/07 = FY07. Enter "07". If cost sharing will span more than 1 UNH FY, use additional, separate rows for each FY.

Source - Enter 6-character UNH Banner account code. For in-kind or non-UNH sources, specify source.

Name of Person Responsible for Source – enter name of person authorized to commit cost sharing obligations for this item.

Signature of Person Responsible for Source - Signature of person authorized to commit cost sharing obligations for this item. In lieu of signature on this form for a non-UNH contribution, a signed support letter is required from an authorized representative of the non-UNH party.

Total - Total will automatically compute.
Signatures

Step 1: Click into the appropriate signature field.

Step 2: Dialog Box displays, allowing the user to choose to sign using an existing digital signature or a new one. If this is your first time digitally signing a document, select the “create new” option. Click Next.

Step 3: Select “New PKCS digital ID file” as the format. Click Next.
Step 4: Enter your Name, Organizational Unit, Organization Name, Email Address and Country/Region. Leave the default information in place for “Key Algorithm” and “Use digital ID for” fields. Click Next.
Step 5: When prompted, select a password that you will use when digitally signing documents.

Step 6: Apply your new signature to the document by entering your password and clicking Sign.

In the future, you should be able to use this signature to sign PRFs, or other Adobe documents. If you need assistance, please contact your GCA via this link.