

<p><b>What is a JPA?</b></p> <ul style="list-style-type: none"> <li>A JPA is a Joint Personnel Agreement</li> <li>Allows UCSF Employees to be funded on an NCIRE project/grant</li> <li>An individual can only have one comprehensive JPA regardless of how many NCIRE projects/grants they are working on</li> <li>May only be used for personnel related costs such as Salary, Benefits, and institutional administrative fees</li> </ul>	<p><b>Types of JPAs</b></p> <ul style="list-style-type: none"> <li><i>New JPA</i>: An agreement that is being submitted for an individual for the first time. The period of agreement is one year.</li> <li><i>Renewal JPA</i>: A year long agreement that is submitted to update an expired agreement.</li> <li><i>Modification 1 JPA (Mod 1)</i>: When there is a 5% or greater change in an individual's effort, salary, or end date to the agreement</li> <li><i>Modification 2 JPA (Mod 2)</i>: When there is less than 5% change in an individual's effort, salary, or end date to the agreement</li> </ul>	<p><b>Eligibility</b></p> <ul style="list-style-type: none"> <li>Faculty employees are eligible at the start of employment</li> <li>Non-Academic employees must have a minimum of 5 years service credit and be fully vested in the UCSF retirement system</li> <li>Post-Doctoral Scholars are the only exception to the 5 year employment and vesting rule</li> </ul>	<p><b>Requesting a JPA</b></p> <ul style="list-style-type: none"> <li>Funding PI contacts the employee's UCSF Analysts 3 months in advance for all new JPAs</li> <li>Renewal JPAs should be started 3 months prior to expiration to ensure no lapse in funding</li> </ul>	<p><b>Legend</b></p> <p>Correct → Error →</p> <p>UCSF</p> <p>NCIRE</p> <p>Document Error</p>
---	---	--	---	--

