Grant-Assisted Leave

Description: Funds will be allocated, on an ad hoc basis, to provide partial support for faculty who have obtained external grants or fellowships for scholarly or professional development. Such funds will allow the university to continue during the leave benefits for which the person is eligible, subject to necessary adjustments, (e.g., social security taxes, which are based on actual earnings).

Eligibility: These funds are intended for tenure-line faculty. Please see policy statement and documentation required for university support of travel outside the United States.

Application: Along with applying to an external funding agency for a grant or fellowship, a faculty member should submit to the office of the Provost an application including the following:

1. A completed and Leave Application, as well as the appropriate Foreign Travel Waiver, if applicable;
2. A full description of the proposed project; and
3. Identification of the agency, amount of the grant or fellowship, and the period of the grant.
4. For research that involves the use of human participants or animals, please be aware that appropriate approval must be obtained before beginning research. Please consult IRB or IACUC approval processes information on the university’s website for details.

Upon receipt of the award, a copy of the award letter shall be forwarded to the Office of the Provost from which financial arrangements will be coordinated.

Deadline: Application to the Provost must be made no later than September 11. While the outside funding agency may not have made a final award decision by September 11, the notice of application is needed by this date.

Reporting: Upon completion of the leave, due no later than August 31 of the year the leave is taken, the faculty member shall provide a written report that summarizes the leave activities and assesses their long-term place in his/her professional development. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the Provost. If the funding agency requires a summary report, a copy of that report will suffice.

Special Conditions: Faculty receiving such university assistance agree to return to the university for at least one academic year or to reimburse the university for all such assistance. Compensation received from another institution would be subject to the rules under sabbatical leaves.