

## **OFFICE OF SPONSORED PROGRAMS**

### **Procedure for Title F Leave with Fellowships/RF Account**

- 1. The faculty member submits a request for Title F leave with a minimum of half salary to the Dean.**
- 2. The Dean recommends approval/disapproval and refers the request to the Provost.**
- 3. The Provost approves/disapproves the request and obtains the President's signature.**
- 4. A formal agreement is prepared by the Assistant Vice President for Sponsored Programs which is signed by the Provost and the faculty member. This is to be retained as documentation for IRS purposes by the faculty member.**
- 5. If the fellowship checks are made out to the faculty member, "Pay to the order of the Research Foundation of SUNY" should be written on the back of the check with the individual's signature below. The checks should then be submitted to the Office of Sponsored Programs. (Alternately, the sponsor could write the fellowship check to the Research Foundation of SUNY OR, the faculty member could cash the fellowship check and write a check to the Research Foundation of SUNY for the stipend portion of the fellowship.)**
- 6. OSP deposits the checks to the RF Reimbursement for Individual Awards account 006997.**
- 7. After all fellowship checks have been received, the Assistant Vice President for Sponsored Programs writes a letter to the faculty member confirming the number and amount of checks received, indicating that the checks have been endorsed over to the Research Foundation of SUNY and, thus, do not represent an increase in the faculty member's income.**