

OFFICE OF SPONSORED PROGRAMS

Procedure for Title F Leave with Fellowships

- 1. The faculty member submits a request for Title F leave, providing all details in writing, to the Dean. Typically a minimum of half salary is requested and the faculty member wishes to continue to receive his/her salary from the state line along with fringe benefits. Full salary may be requested depending on the salary stipend to be received from the fellowship.**
- 2. The Dean recommends approval, disapproval or modification of the faculty member's request and refers the request and recommendation to the Provost in writing.**
- 3. The Provost approves/disapproves the request and obtains the President's signature.**
- 4. The Provost executes a Title F leave approval document.**
- 5. A formal agreement is also 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.**
- 6. OSP deposits the checks from the salary portion of the faculty member's fellowship to the RF.**