

# Competitive Fellowship Leave Instructions (2024-2025)

## **Form 1: CFL Replacement Agreement and Authorization Form**

### Page 1

Complete Section A

Chair signature required at the bottom Attach copy of award letter

### Page 2

Complete Section B\*

**\*Fill this in ONLY if you choose payroll deductions and receive the award directly.**

Insert from/to dates of leave

Agreement is for leave and instructional replacement costs as outlined below in the amount of \$ \_\_\_\_\_\*

Note: Instructional replacement costs - \$64,440 (2 semester leave) \$32,220 (1 semester leave)

Requestor's Signature – sign and date

Dean/Chair/Director's Endorsement – Division Dean sign and date - SAS-HR will obtain this signature

## **Form 2: SAS Direct Payment CFL Replacement Agreement and Authorization Form**

Fill in Requester Name and Department

Complete Section B – enter the leave time and amount of award from funding institution

Check **one** - No "Request for CFL Funds" submitted or "Request for CFL Funds" attached

Complete institution name, contact phone and email

Choose a method of payment

Requestor's Signature – sign and date

Chair's Endorsement – sign and date

Division Dean's Endorsement - SAS-HR will obtain this signature

## **Form 3: Request for Supplemental Research Funds**

This form should be filled out should you choose to ask for additional research funds.

This amount is calculated by using the award, minus the replacement costs and research funds you receive.

(\$64,440 for two-semester leave and \$32,220 for one-semester leave)

### Page 1

Complete request and include annual research funds you receive from SAS on line 2

### Page 2

Describe your project and itemize research needs and costs

Requestor's Signature - sign and date

Department Chair - sign and date

Division Dean – SAS-HR will obtain this signature

## **Form 4: Overview / Explanation of Forms**

## **Form 5: Direct Payment Instructions**

This form should be given to the contact person at host institution for payment arrangements.

## **Form 6: Tax Implications Article**

This is information should you choose to keep the fellowship and take a payroll deduction.