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.

01/2024