SAS REQUEST FOR SUPPLEMENTAL RESEARCH FUNDS

Normally, the School of Arts and Sciences requires that the full fellowship stipend be turned over to the University in order to continue to receive full salary and benefits. In certain circumstances, the School can provide supplemental research funds to faculty who incur special research-related expenses during their period of Competitive Fellowship Leave (CFL). Requests for funding must be submitted before the CFL begins and must provide a rationale for the expenses that is directly related to the project associated with the CFL award. To be eligible for these supplemental funds, the faculty member must win a CFL award that exceeds the amount of the required faculty replacement cost by an amount greater than their standard annual research fund, if there is one. Supplemental awards are limited to 50% of the differential.

Supplemental research funds are to be used during the period of time while on the CFL. These funds will not be carried over upon the return from leave.

This form is designed to calculate eligibility and provide information allowing the Division Dean to evaluate the request. The form requires the endorsement of your chair prior to submission. Please be advised that such supplements are not automatic, and each request will be reviewed to determine the need and suitability of the proposed expenditures. Standard University and School reimbursement procedures will apply to all requests for reimbursement. Please fill out the form below and submit it with your SAS Direct Payment form, CFL Application, and award letter.

Requester name: _____

Department: _____

CFL Granted by: _____

(1) Total amount of fellowship: $_____

(2) Amount of annual research funds, if any, you receive from SAS: $_____

(3) Instructional replacement cost: $_____
($66,648 two-semester leave / $33,324 one- semester leave)

(4) Sum of lines (2) and (3): $_____

(5) Difference between total fellowship (1) and above sum (4): $_____

(6) Maximum allowable supplement = 50% of line (5): $_____

Examples of expenses that are likely to be approved for supplemental CFL research funds:

- travel expenses to a host institution requiring local residence as a condition of the award;
- travel to conduct archival research, field work, interviews, or other research activity that is directly related to the project during the CFL period;
- specialized equipment or software needed to conduct research directly related to the project during the CFL period;
- purchase of books and other research materials directly related to the project during the CFL period;
- wages of a research assistant conducting research directly related to the project during the CFL period.

Examples of expenses that will **not** be approved for supplemental CFL research funds:

- lodging or per diem costs associated with taking up residence at a host institution;
- publication subventions for books that include research conducted while on CFL leave;
- computers and other equipment that are not directly related to the project during the CFL period.

Brief Description of Funded Research Project:

_____

_____

_____

_____

_____

_____

_____

Research needs, itemized.
Please attach an additional sheet if the rationale for any of your needs is not easily apparent.

	COST
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
TOTAL:	**$** _____

Requester's Signature: _____ Date: _____

Endorsements:

Department Chair: _____ Date _____
(Type name below signature)

Division Dean: _____ Date _____
(Type name below signature)

02/2026