

## Fellowship and Grant Awards Concurrent with Fellowship Leave

Faculty who receive an external grant or fellowship that offers a stipend or salary supplement and that is awarded for the academic year of a planned fellowship leave at 80% of salary may apply to combine those two funding streams and be granted up to 125% of salary under the following circumstances. No later than 2 weeks after conferral of the award, faculty will submit the following items to the office of the Provost:

- 1) A letter of intent, detailing the importance of the fellowship or grant funding for the completion of the project to be pursued during fellowship leave;
- 2) Written endorsement of the plan by the department chair and the school dean;
- 3) A copy of the award letter;
- 4) A budget prepared in consultation with the staff of SPAR if 80% of salary and the fellowship award exceed 100% of salary.

The budget will be developed in consultation with the post-award officer of Sponsored Programs and Research (SPAR). Faculty who will use a portion of an external award to bring salary to 100% during the year of fellowship leave and reserve a portion of the award to fund research travel, summer salary,\* etc., must also submit a budget that they have developed in consultation with the post-award officer of Sponsored Programs and Research (SPAR). Those budgets must be consistent with the guidelines and policies of the funding agency and of CUNY. The fellowship award or grant will be administered through SPAR and the CUNY Research Foundation. The award will be subject to overhead and other costs of the CUNY RF. The budget developed in consultation with the post-award officer of Sponsored Programs and Research (SPAR) will detail those requirements.

Requests will be reviewed by the Joint Committee on Research, which will forward its recommendation to the Provost. The Provost or his delegate will inform the faculty member of his/her determination in as timely a fashion as possible.

Faculty must follow the procedures detailed above in addition to applying formally for fellowship leave. For the terms of Fellowship Leave see "Fellowship Leave" under "Fellowship Leaves/Awards," "Fellowship Leave Application," and "Leaves" in Baruch College *Faculty Handbook*.)

\*Note that summer salary earned during one-year fellowship leave at 80% of salary is up to 3/9 of that amount and not of 100% of salary.