



SBS INFORMATION FOR Externally Supported Research Assignments (UHAP 8.03.03)

Information & procedural requirements

Effective: Spring 2021

As noted in the SBS policy on **Prestigious and Non-Prestigious Fellowships and Awards**, non-prestigious fellowships and awards requiring a leave from regular university duties are treated as unpaid Leaves of Absence.

Prestigious fellowships and awards, meanwhile, can be considered under UHAP 8.03.03 Externally Supported Research Assignment, which enables faculty to retain some portion of their University salary.

IMPORTANT: Please be sure to inform your unit Head or Director and the SBS Faculty Affairs team about the proposed fellowship/award. This will (a) help faculty confirm that the leave qualifies as Prestigious, and (b) ensures that the timing of the leave works in light of unit needs and your own longer-term plans.

Unit and college approval are required for any leave, regardless of application routing and funding source, so best bet is to get approval prior to putting in proposal development effort.

What is needed for consideration for a Prestigious leave under UHAP 8.03.03:

- (1) A letter from the fellowship/award provider. This must include the amount of funding associated with the award and the dates that the faculty member will be away from regular university duties.
- (2) Affirmation from the unit's H/D that the opportunity is indeed prestigious (*please see the sample memo on the next page*)
- (3) Information from the unit's business manager regarding the FTE (with ERE) that the prestigious fellowship or award will cover, and how much will be required from SBS to keep the faculty member whole (*also on the sample memo on next page*)

Please note: **SBS requires that the funds be distributed to the university unless the funder prohibits it.**

- If the funds flow to the UA, there is typically no overall FTE reduction; the reduction is only in the portion of the salary (with ERE) covered by SBS.
- If the funds flow to the faculty member (as a requirement of the funder), business managers should indicate FTE remaining at UA for the duration of the leave (up to 50% to maintain benefits).



THE UNIVERSITY OF ARIZONA

College of Social
& Behavioral Sciences

Sample memo, on letterhead, from unit Head or Director and that includes the fund information from the business manager:

Date

Dean JP Jones
College of SBS
University of Arizona

Dear Dean Jones,

I am writing to request an Externally Supported Research Assignment under UHAP 8.03.03 for *(name of faculty member)*, who has been invited to *(location or nature of participation)* through/with *(name of fellowship or award)*. I affirm that this opportunity is indeed prestigious.

The funds for the fellowship/award total *(amount)* for the *(time period – Spring/year, Fall/year, AY/year CY/year)*. Per our unit's business manager:

Pick one

These funds will flow to the UA; SBS's portion of the salary (with ERE) will be *(amount of money)*.

OR

These funds will flow to the faculty member; the FTE reduction to keep the faculty member whole is *(%)* and the salary for the *(time period)*, with ERE, will be *(amount of money)*.

Sincerely,