



**E. Grant Administration During Proposed Leave**

**Are you a Principal Investigator on any Sponsored Awards?**

No *You are finished. Please forward this form to your Department Chair or Dean for endorsement.*

Yes *Please complete the rest of section C on this form before forwarding it to your Department Chair or Dean for endorsement. Note: A Principal Investigator on leave for more than 90 days must submit a plan through University Research Administration (URA) to the sponsoring agency detailing how the project will be managed during the leave. If a PI does not intend to remain engaged in research during a leave of over 90 days or plans to reduce committed effort by more than 25% on a particular federal award, the PI must obtain permission from the federal sponsor through URA. Corresponding salary reductions may also be required in coordination with the academic unit and the Provost's Office.*

**If you are a PI of any awards, please provide a plan for overseeing those projects during the proposed leave (attach additional pages if necessary):**

**If you are requesting a Research Leave, please indicate whether you will receive funding from any other source (including, if applicable, the Host Institution) in direct support of your research endeavors:**

**F. Departmental and Decanal Endorsement**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Department Chair (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Divisional/School Dean: \_\_\_\_\_ Date: \_\_\_\_\_

*For the Dean's Office:*

- *When a faculty member who is not a PI on any sponsored award submits a completed form, no URA approval is required. Please upload the completed form into the Leave of Absence task in Workday for final approval from the Provost's Office.*
- *If the faculty member submitting a completed form is a PI, per Section C, on any sponsored award, please:*
  - *Send this form to URA ([ponting@uchicago.edu](mailto:ponting@uchicago.edu) and [xrf@uchicago.edu](mailto:xrf@uchicago.edu)).*
  - *Upon receiving this form with URA's signature, please upload it into the Leave of Absence task in Workday for final approval from the Provost's Office.*

**G. Approvals**

University Research Administration: \_\_\_\_\_ Date: \_\_\_\_\_  
[solely for faculty members with sponsored awards] *URA, after signing, please return this form to the Dean's Office.*

Office of the Provost: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Notes Regarding Approval: