

Request for Academic Leave

Please use this form to request the approvals needed before you take a research, outside agency, or entrepreneurial leave, which are described here: [Leave Policies](#). If your academic unit has additional leave policies that apply to you, you will also wish to consult those policies.

Once you complete this form through C. and submit it to your department chair or dean, your academic unit will be responsible for its continued movement through the system. [Note: This form is not for use by Collegiate Assistant Professors represented by the Service Employees International Union.]

A. Personal Information

Name:
Department(s) or School:
Title:
Email:

B. Leave Information

Type of Leave:
 Research Leave; Host Institution, if applicable:
 Outside Agency; Government Agency:
 Entrepreneurial; Name of Company:

Duration of Requested Leave: Start Date [] and End Date []

Please indicate percentage of University effort, if any, during the requested leave: []%

Please list the source(s) of salary funding, if applicable, while you are on leave:

| <u>Source</u> | <u>Percent</u> |
|---------------|----------------|
|---------------|----------------|

Purpose of Leave (attach additional pages if necessary):

Please list any supplementary funding (awards, grants) provided during the period of proposed leave:

Please list any prior leaves of absences in the previous four (4) years:

C. 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:

D. Departmental and Decanal Endorsement:

Department Chair:

Date:

Divisional/School Dean:

Date:

For the Dean's Office:

- *Upon completion of the above, please:*
 - *send this form to URA (mrludwig@uchicago.edu and xrf@uchicago.edu) if, per section C, the faculty member is a PI of a sponsored award or*
 - *upload this form into the Leave of Absence task in Workday for final approval from the Provost's Office.*
- *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.*

E. 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: