



## Fellowship Proposal Authorization Form

Part II of the Faculty Handbook contains policy information regarding Sabbatical Leaves and Supplemental Leave Compensation. Sections II.4.a. Sabbatical Leaves and II.4.e. Supplemental Leave Compensation for Faculty Awarded Nationally Competitive Fellowships are of particular import to faculty applying for fellowships.

### INSTRUCTIONS

Approval from the department chair is required before this proposal can be submitted to the Provost for consideration. Approval is achieved through the online routing system (<https://campus.hws.edu/OPRA/>).

- 1 Faculty applying for fellowship uploads this form and all supporting documentation for review.
- 2 Department chair(s) approves proposal (HR and IT representatives do not review fellowship proposals but the system does require them to approve in the system to move review to the Provost).
- 3 Provost's approval authorizes fellowship application to the sponsor.

APPLICANT NAME	DEPARTMENT/PROGRAM
PROJECT TITLE	
SPONSOR (AND PROGRAM, IF APPLICABLE)	
URL FOR REQUEST FOR PROPOSALS OR PROGRAM ANNOUNCEMENT	
SUPPORT REQUESTED OF SPONSOR \$	SUBMISSION DEADLINE
PROPOSED FELLOWSHIP PERIOD (START AND END DATES) —	SABBATICAL LEAVE START AND END DATES (TOTAL PERIOD – FUNDED & UNFUNDED) —

Is applicant eligible for a sabbatical during the proposed fellowship period? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span> <i>Please note: All leave applications must be reviewed and approved in advance of proposal submission by the Department Chair or Program Director and the Provost.</i>
<input type="checkbox"/> I understand that the combined total of my sabbatical salary and this fellowship may not exceed my normal compensation for the year.
<input type="checkbox"/> I understand that there are fiscal ramifications in receiving a fellowship in a non-sabbatical year. I have read the HWS policy ( <a href="https://www.hws.edu/offices/oafa/pdf/faculty_handbook2.pdf">https://www.hws.edu/offices/oafa/pdf/faculty_handbook2.pdf</a> ) on this matter and understand its terms.

### AUTHORIZATIONS AND CERTIFICATIONS

**Applicant:** Submission of this Proposal Authorization Form to the HWS electronic routing system for approval certifies that the information in this form and accompanying documents is accurate and complete.

**Departmental Approver(s):** Electronic approval constitutes certification that reviewers have reviewed the proposal and budget, understand and accept the departmental commitments stated therein, and agree to the proposal's submission.

**Provost:** Electronic approval by the Provost authorizes submission of this proposal.