

APPLICATION COVER SHEET FOR UT MARTIN FACULTY LEAVE PROGRAM

Name: _____ Department: _____

Period Applied For: Year Long 20__ to 20__ (or) Fall 20__ (or) Spring 20__.

The application should include this completed form and a 3-page maximum proposal prepared according to the listing below. Applications and Proposals not meeting guidelines will not be considered for funding. Please submit a completed application package (signed application, proposal, and required attachments) in hard copy to the ORGC and email a copy of the proposal and required attachments to the ORGC by February 1. The electronic copy should be submitted as an email attachment in Microsoft Word to Dr. Joan K. West at jkwest@utm.edu by the February 1 deadline.

You must follow directions or your application will not be considered for funding. Grant recipients are required to send a final report to the Office of Research, Grants, and Contracts for all grants received 90 days following termination of leave for that faculty member to be considered for future grants.

Proposal categories **must** be numbered and labeled as follows:

1. Abstract -- Provide a (250 word maximum) narrative of what you plan to accomplish. Please state this in such a way as to be intelligible to people outside your discipline.
2. Goals -- Provide details for all goals for this leave, showing the procedures you plan to follow for accomplishing your goals. Include a proposed timeline. **Be specific.**
3. Locations and dates -- Where are you going to spend your faculty leave time?
4. Results -- Give explanations of exactly how results will be documented. What physical evidence will be provided at the end of the leave that the goals were accomplished? **Be specific.**
5. Renewal -- How will this project result in faculty renewal for you personally? **Be specific.**
6. Supplemental funds -- Have you applied for supplemental funds from an outside source? Included in the Faculty Leave Award is a \$500 supplement which can be used for travel, books, supplies, or other items associated with the project as approved by Director of Research, Grants, and Contracts. Submit an estimated budget for this supplement. **Expenditures must be encumbered 30 days prior to termination of leave.**
7. Attach a current professional vita.

Persons awarded faculty leave cannot have any administrative or committee responsibilities during the leave. The signature(s) of the chair and/or dean, as appropriate, indicates that all teaching and administrative responsibilities will be covered.

Chair: _____ Date: _____

Comments:

Dean: _____ Date: _____

Comments:

Applicant: _____ Date: _____

PLEASE SUBMIT THE ORIGINAL APPLICATION PACKAGE TO THE OFFICE OF RESEARCH, GRANTS, AND CONTRACTS, 100 ADMINISTRATION BUILDING AND EMAIL ATTACHMENT OF PROPOSAL AND REQUIRED ATTACHMENTS TO DR. JOAN K. WEST AT jkwest@utm.edu. **Deadline: February 1.**