

# APPLICATION COVER SHEET REAGAN FACULTY LEAVE PROGRAM



MARTIN

OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Period Applied For:

Full Academic Year 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 criteria below. Applications and Proposals not following guidelines will not be considered for funding. Please submit a completed application package (signed application, proposal, and required attachments) in hard copy to the Office of Research and Sponsored Programs (ORSP) and email a copy of the proposal and required attachments to the ORSP by **February 1**. The electronic copy should be submitted as an email attachment to [orsp@utm.edu](mailto:orsp@utm.edu) by the February 1 deadline.

Grant recipients are required to send a final report to the Office of Research and Sponsored Programs within 90 days following termination of leave. Failure to do so will jeopardize future consideration for Reagan Faculty Leave grants for that faculty member.

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

1. Abstract -- Provide a (250-word maximum) narrative of what you plan to accomplish during your Reagan Faculty Leave. Please state this in such a way as to be intelligible to others outside your discipline.
2. Goals -- Provide details for all goals for this Reagan Faculty 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 Reagan 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 Reagan Faculty Leave Award is a \$500 supplement award which can be used for travel, books, supplies, or other items associated with the project as approved by Director of Research and Sponsored Programs. 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.

Persons awarded faculty leave shall not be adversely impacted on APPR (Annual Performance Planning Review) as a result of Reagan Leave.

The signature(s) of the chair and/or dean, as appropriate, indicates that all teaching and administrative responsibilities will be covered and that you understand that the faculty members APPR shall NOT be adversely impacted as a result of the Reagan Leave.

**Chair and Dean Instructions:**

Please initial beside each expectation that you have read and acknowledge the following faculty leave requirements pertaining to workplace expectations:

\_\_\_\_\_ / \_\_\_\_\_ No administrative or committee responsibilities during leave period.

\_\_\_\_\_ / \_\_\_\_\_ Shall not be adversely impacted on their APPR as a result of Reagan Leave.

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

Comments:

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE SUBMIT THE ORIGINAL APPLICATION PACKAGE TO:  
**THE OFFICE OF RESEARCH AND SPONSORED PROGRAMS**  
100 ADMINISTRATION BUILDING  
MARTIN, TN 38238

EMAIL PROPOSAL AND REQUIRED  
ATTACHMENTS TO: [orsp@utm.edu](mailto:orsp@utm.edu)

**Deadline: February 1.**