

# College of Arts and Sciences Individual Award Application Routing Form

**University Policy:** Use this form only for proposals where the individual faculty member is the applicant and therefore submits directly to the sponsoring agency (e.g. Fulbright, NEA and NEH fellowships). Any proposal where the applicant is "Georgia State University Research Foundation" (GSURF) requires use of the Sponsored Programs Proposal Approval Form. For proposals that involve a course release from University obligations during the academic year, the appropriate approvals must be obtained on this form.

This completed routing form should be submitted to OSP for reporting purposes. ***\*Please attach program guidelines, draft or final proposal, budget and budget justification (if required by agency).***

1. PI: \_\_\_\_\_ Date: \_\_\_\_\_
2. Department: \_\_\_\_\_ Chair: \_\_\_\_\_
3. Proposal Title: \_\_\_\_\_
4. Sponsoring Agency/Foundation: \_\_\_\_\_
5. Program Title (if available): \_\_\_\_\_
6. Deadline: \_\_\_\_\_ Program's Website: \_\_\_\_\_
7. Award type (fellowship, residency, travel, etc.): \_\_\_\_\_ Funds Requested (from sponsor): \_\_\_\_\_
8. Award Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_
9. \*Will this award require a **Professional Leave** request? Yes \_\_\_\_\_ No \_\_\_\_\_  
**If Yes**, will the request be: Partial Pay \_\_\_\_\_ (Provide Amount \$ \_\_\_\_\_) Leave without Pay \_\_\_\_\_  
**If Yes**, will this award require a workload adjustment (i.e., academic year course releases)?  
**If Yes**, indicate the semester(s): \_\_\_\_\_

**Partial Pay/Leave Without Pay:** To be determined depending upon awards and replacement of cost efforts.

Principal Investigator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The following signatures indicate approval for course releases and/or the request for professional leave necessary to carry out the proposed research:*

Chair's/Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean of Research for College: \_\_\_\_\_ Date: \_\_\_\_\_

\*Leaves require a separate **"Professional Leave Request" application** via the College of Arts & Sciences Human Resources Department. The standard procedure is to complete the Professional Leave Request form when there is an award. If your Department Chair and Dean have signed the statement above, a leave without pay typically is approved without question. However, a request for the University to fund the difference between the anticipated stipend and your normal salary is treated by the University as a leave with partial pay (it is not cost-sharing). This type of leave is requested with the same procedure as a leave without pay. The request for partial pay will require stronger justification than one without pay. Many awards are sufficiently competitive and prestigious that receipt of one may provide the necessary justification for a leave with partial pay. If you will be unable to accept the award without a leave with partial pay, you should discuss the possibility with your Department Chair prior to proposal submission.