|  |  |  |  |
| --- | --- | --- | --- |
| Faculty Name |  | Today’s Date | **Click here to enter a date.** |
| Title |  |
| Department |  | Phone |  |
| Funder/Title of Fellowship |  | Fellowship Award Amount | $ |
| Fellowship Start Date | **Click here to enter a date.** | Fellowship End Date | **Click here to enter a date.** |
|  |
| Have you officially accepted the fellowship offer? | Yes [ ]  | No [ ]  | *Please attach a copy of your award or offer letter.* |
| Is salary “top off” requested? | Yes [ ]  | No [ ]  | If yes to either, please make sure to review and adhere to Barnard’s [Policy Regarding Leaves of Absence for Faculty with Grants and Fellowships](http://barnard.edu/sites/default/files/leaves_of_absence_policy_-final.pdf). |
| Is course release or leave requested? *Please attach an email from your department chair approving release or leave.* | Yes [ ]  | No [ ]  |
| Is this fellowship from a federal agency? | Yes [ ]  | No [ ]  | If yes, what are the reporting requirements and deadlines?  |
| Will your research involve human or animal subjects? | Yes [ ]  | No [ ]  | If yes, please contact the Barnard [IRB](http://barnard.edu/provost/irb) or see information [here](http://barnard.edu/node/13047) about how to contact the Columbia IACUC, as relevant. |
| Are you directing the funder to send your fellowship award to Barnard College or directly to you? *Please note, that, if you accept fellowship funds directly, Barnard will not contribute retirement funds for the time period covered. Also, in some cases, you may need to discuss with HR whether you will continue contributing to TIAA-CREF through your existing Salary Reduction Agreement (SRA). After completing this form, please discuss these issues in more detail with the Provost’s Office.*  | Yes [ ]  | No [ ]  |  |

Fellowship Recipient Date

Director, Academic Budget & Planning Date

Linda A. Bell Date

Provost and Dean of Faculty