

**Checklist for Applications for  
Scholar Incentive Award**

Faculty Name: \_\_\_\_\_

School \_\_\_\_\_ Department \_\_\_\_\_

- |  |     |    |    |
|--|-----|----|----|
| 1. Confirmation of Eligibility from HR (Z. Rosa) attached.   | Yes | or | No |
| 2. Previous Fellowship or Scholar Incentive Leave?   | Yes | or | No |
| a) If <b>Yes</b> , copy of last Leave Report attached?   | Yes | or | No |
| 3. Duration and dates of proposed leave completed?   | Yes | or | No |
| 4. At least 75% of salary supported by an outside grant?   | Yes | or | No |
| a) If <b>NO</b> , to (2) letters of evaluation and endorsement solicited by College, from "two outside experts attached? | Yes | or | No |
| 5. CV (Updated/Most Recent) attached?  | Yes | or | No |
| 6. Detailed description of proposed scholarly activity and/or Research Plan attached?                                    | Yes | or | No |
| 7. Is leave at another Institution?  | Yes | or | No |
| a) If <b>Yes</b> , Letter of Support attached?   | Yes | or | No |
| 8. Application Signatures & Approvals:   |     |    |    |
| a) Faculty Member's Signature  | Yes | or | No |
| b) Chair's Signature   | Yes | or | No |
| c) P&B approval documented.  | Yes | or | No |
| d) Dean's Signature  | Yes | or | No |

Office of Academic Personnel

Date Received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Application Complete?      Yes      or      No

If no, follow-up and result (describe): \_\_\_\_\_