

**FUNDING AGREEMENT AND REVIEW OF UNIT'S INSTRUCTIONAL PLANS
WHEN FACULTY APPLY FOR A PRESTIGIOUS SCHOLARSHIP OR FELLOWSHIP**

Faculty Handbook (Section 3.21.1.1)

Empl ID	Applicant name	Academic rank	Academic unit
Awarding Agent of scholarship/fellowship: _____			
Award amount: _____ Award dates: _____ through _____			

Initial information to consider when applying for a prestigious scholarship or fellowship is available at: <http://www.ou.edu/content/dam/provost/documents/prestigious-scholarships-fellowships-policy-procedures.pdf>. Please attach proposal application together with this completed form, and submit to your chair/director of your academic unit to obtain all required approvals. When the award is received, that notification should also be forwarded to the College and the Manager of Academic Personnel Records in the Senior Vice President & Provost's Office.

The award stipend must be at least \$40,000/year or \$20,000/semester. The department must receive the full amount of the stipend, either directly from the Awarding Agent or from you; there may additional components to the award beyond a stipend. The funds will be used first to meet your usual teaching obligations and may then be used, at the discretion of the chair/director and dean, to further assist with allowable travel expenses, supplemental pay for increased cost of living expenses, etc. *Only in extraordinary cases will approval be given for awards of less than \$20,000 for the academic year as that minimum amount is normally needed to ensure adequate supplementary funds.*

Example: A faculty member's 9 month base salary is \$65,000. The award stipend is \$30,000 for a nine-month fellowship. The faculty member continues to receive \$65,000 income, either from the university alone or in combination with the Awarding Agent as described below, and the unit either receives or retains an additional \$30,000 in the faculty member's budgeted line. A qualified instructor is hired at \$5,000 per course to teach four courses the faculty member would normally have taught. The department then has residual funds of \$10,000 that, at the discretion of the chair/director and dean, may be used as described above.

A. When the application proposal is submitted through Office of Research Services. When the proposal is submitted through ORS, the resulting award is usually paid to the university. The money is then transferred to the unit for use as detailed above. The faculty member remains appointed at regular salary and benefits.

B. When the award/fellowship is paid directly to the individual. The recipient may choose either to keep the award and take a salary reduction (Option 1) or to retain full OU salary and pay the award to the university (Option 2). The individual may wish to consult the Benefits office and a financial advisor to discuss the tax and benefits consequences of each option.

Option 1

I request a **temporary salary reduction** for the duration of my award. *I understand that my base salary for the duration of the award will be reduced by the amount of the award stipend. I understand that this reduction will proportionately lessen University contributions to my retirement benefits and may also affect life, disability, and other benefits. I understand that stipend funds will be used to defray the cost of replacement instruction for the courses I would have normally been teaching in-load during the duration of the award. Any residual funds after covering the cost of instruction may be used, at the discretion of my chair/director and dean, to further assist with allowable travel expenses, supplemental pay for increased cost of living expenses, etc.*

I AGREE TO REDUCE MY OU SALARY BY THE FULL AWARD AMOUNT FOR THE DURATION OF THE AWARD.

Applicant signature: _____ Date _____.

Option 2.

I request my **full OU salary** and agree to **reimburse** the University the amount of the award stipend. *I understand the full award stipend must be paid back to the university. I understand that stipend funds will be used to defray the cost of replacement instruction for the courses I would have normally been teaching in-load during the duration of the award. Any residual funds after covering the cost of instruction may be used, at the discretion of my chair/director and dean, to further assist with allowable travel expenses, supplemental pay for increased cost of living expenses, etc.*

I AGREE TO PAY THE UNIVERSITY OF OKLAHOMA THE FULL AWARD AMOUNT IN CONSIDERATION OF RECEIVING MY FULL OU SALARY.

Applicant signature: _____ Date _____.

