

## **Questionnaire for Faculty and Officers of Research Before Applying for Leaves**

All faculty and officers of research who are principal investigators or other senior/key persons on sponsored projects must answer this questionnaire prior to requesting a leave from Columbia University if the leave will be longer than three months and without salary.

1. I plan to request the following type of leave without salary:

If Other, please describe:

2. Will the leave be longer than 3 months. If it is, how long will it be?  
(please provide either the number of months or the exact dates if they are distinctive)
3. Is any portion of your salary supported by sponsored projects (either during the academic year or over the summer)? Yes      No      Please explain why or why not:
4. What is your plan to ensure that, during your leave, all sponsored project objectives remain on schedule?
5. Will your leave require any reduction in your effort on sponsored projects?  
Yes      No      Please explain why or why not:

6. During your leave, will you disengage from any of your sponsored projects?

Yes      No      Please explain why or why not:

7. During you leave, will you be conducting research at any other non-Columbia entity, domestic or foreign? If so, you may have additional disclosure obligations to your funding agencies and to Columbia. Yes      (please explain) No \_\_\_

If you answer yes to **any** of these questions **and** you have active research grants, then you must first obtain approval from Sponsored Projects Administration (SPA), and potentially from your funding agency, prior to submitting your leave request to the department and/or school. No leave will be approved without SPA's approval. Your assigned SPA Project Officer can be located [here](#).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Department/School/Institute/Center \_\_\_\_\_

SPA Approval (if required)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_