

## Questions for Faculty Requesting a Leave Of Absence (LOA)

### A. Request for All Leave of Absences Whether Paid or Unpaid/Full (100%) or Partial

If faculty member is or will be engaged with any foreign entity, has faculty member reported the engagement with the foreign entity to all their federal sponsors?

### B. Request for Unpaid Leave of Absence for 100% Time:

While on 100% unpaid leave, faculty members may not actively serve as PI on sponsored programs. If other GIT employees and students plan to continue efforts on the program while faculty member is on leave, the faculty member's School Chair must recommend an alternate PI for the duration of the leave. For federally funded programs, OSP must first request permission from the sponsoring federal agency prior to making the temporary change in PI. The process for requesting prior approval for an alternate, temporary PI varies by agency.

### C. All Other Requests for Leave of Absence:

Please answer the following questions:

1. What percent leave is faculty member requesting?
2. What percent pay will faculty member receive while on leave?
3. When will the faculty member be on leave? (from Month/Date/Year to Month/Date/Year)
4. Will faculty member be physically on campus while on leave of absence?
5. If faculty member will not be **physically present on GIT's campus** while on leave, faculty member may not serve PI on any projects with active protocol(s) for human and/or animal subjects. If other GIT employees and students plan to continue efforts on the program(s) while faculty member is on leave, the faculty member's School Chair must recommend an alternate PI for the duration of the leave. For federally funded programs, OSP must first request permission from the sponsoring federal agency prior to making the temporary change in PI. The process for requesting prior approval for an alternate, temporary PI varies by agency.
6. For all federally sponsored programs for which faculty member is PI of record, will the faculty member's salary expense charged to any of these programs decrease by 25% or more while on leave (as compared to the faculty member's salary expense included in the award budget for same period of time)?
7. If answer to number 6 is yes, OSP must provide notice to sponsoring federal agency. Process for providing notice varies by agency.
8. While on leave, will faculty member be employed by an entity that asserts rights to all intellectual property created while he or she is employed by entity?
9. If answer to 4 is yes, please note, to protect the intellectual property rights of GIT colleagues and students, if faculty member would like to actively serve as PI on sponsored programs while on leave, he or she will need to review terms of their employment agreement (with their non-

GIT employer) to determine if agreement conflicts with terms of their GIT employment agreement with regards to intellectual property rights.

10. If faculty member plans to travel internationally while on leave **and** remain engaged in his or her GIT duties while on travel, has faculty member reported planned travel to Export Control? Please note that reporting is required even if faculty member does not plan to seek reimbursement from GIT for these travel expenses. In situations where no charges to the Institute are involved, but the purpose of the trip is official business or Institute-related, per GIT Administrative Policy 6.2, regarding No-Cost-To-Tech Travel, an Export Control Review must be completed for all foreign trips regardless of whether Georgia Tech is financially supporting the travel, if the employee is active on Payroll. The faculty member should submit a travel authorization form and request and export control review.
11. Has faculty member updated his or her external activities report for activities to be performed while on leave of absence? For questions regarding possible conflict of interest due to external activities please contact: [Jeff.Steltzer@gtrc.gatech.edu](mailto:Jeff.Steltzer@gtrc.gatech.edu)