**TENURED FACULTY RESEARCH PROGRAM, 2019-20 APPLICATION**

Submission Deadline: March 22, 2019

Return to: Office of the Executive Vice President for Arts and Sciences

2852 Broadway 2nd Floor, New York NY, 10025

Choose Either I or II:

**I. ALLOCATION TO BE CREDITED TOWARDS A FUTURE RESEARCH LEAVE**

I wish to credit my TFRP allocation for the 2019-20 academic year towards a Research Leave.

I understand that this choice is based on the following conditions:

-- I must credit the entire amount of the 2019-20 TFRP allocation (one ninth of my Academic Year salary).

-- I must accumulate 4 (annual) TFRP allocations in order to take a Research Leave.

-- Maximum of 8 TFRP credits are allowed to be carried at one time.

-- Crediting this allocation does not affect current sabbatical policy.

-- I am eligible for a Research Allowance in 2019-20.

I understand that I cannot change this request after it has been submitted.

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**II. ALLOCATION TO BE RECEIVED IN 2019-20**

I wish to receive my TFRP allocation during the 2019-20 academic year. I understand that this allocation, equal to one ninth of my 2019-20 academic year salary, may be used in one of the following ways:

1) taken as a lump-sum payment subject to withholding taxes,

2) deposited in a departmental account for personnel services, or

3) a combination of the two.

Please disburse my allocation as follows:

a) Issue consecutive payments to me for a period of \_\_\_\_\_\_months, beginning with the month

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I understand that this amount will be subject to withholding taxes.

b) Deposit $\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_% in the "Faculty Personnel Service Account" for my department and issue the balance of the allocation to me in consecutive payments for a period of \_\_\_\_\_months, beginning with the month of \_\_\_\_\_\_\_\_\_\_\_\_. I understand that these payments will be subject to withholding taxes.

I understand that current Personnel Policy regulations will apply. Also, I understand that salaries paid to individuals will be subject to the applicable fringe rate.

I understand that I cannot change this request after it has been submitted and that I am not eligible for the Research Allowance in 2019-20.

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