

## Bio Med Sabbatical Leave Guidance

Since a sabbatical leave is normally greater than three months, Bio Med needs to document if the PI is disengaged from research for three continuous months and/or anticipates a reduction in committed effort of 25% or greater. A sabbatical, or leave of absence, of greater than three months where the PI is not engaged and devoting research effort, must be requested and approved in writing by the federal awarding agency (i.e., NIH awarding IC). Normally a year-long sabbatical at another institution while on leave requires a qualified on-site PI formally appointed by amendment to the research project.

The Dean of Biology & Medicine must approve the PI's sabbatical plan, and then approval for oversight and reduction in PI effort greater than 25% is requested from the funding agency (NIH, NSF, etc.). Funding agency approval is not necessary if PI effort reduction is less than 25% and PI is not disengaged for three continuous months.

The request for approval of change in effort, or replacement PI, must be accompanied by a strong scientific justification related to the research project including: any proposed changes in scope, the biographical sketch of any new individuals proposed and other sources of support, and any budget changes resulting from the proposed change.

Research plans specifically need to address:

- The estimated amount and percent of salary support proposed to be charged to each grant as well as to all other funding sources during the leave period, not to exceed 100%.
- A brief description of the activities to be performed by the PI while on sabbatical leave and the relationship to each grant.
- The estimated percentage of time the PI will be spending on activities related to each grant during the sabbatical.
- The extent of research to be continued at Brown during PI's absence.
- The name, telephone number and CV of the proposed person to be left in charge of day-to-day activities in PI's absence.