

Supplemental Funding for In-Residence Fellowship Awards  
CAS Version - Fall 2017

We will help tenured and tenure-track faculty members who receive competitive fellowship awards that require residence at an academic research center, library, or university, if the funding awarded does not cover the cost of living and usual travel expenses.

The award covers differences in cost of living between Knoxville and the location of the award. The additional funds are provided as part of your UT salary payment. Allowable expenses should be specified on the Office of Research and Engagement (ORE) web page (<http://research.utk.edu/funding/sarif/supplemental-fellowship-awards/>). With appropriate justification, additional costs may sometimes be covered.

The guiding principle is that you have to pay to live in Knoxville, and those expenses come out of your salary. UT is willing to cover expenses beyond the level of what you would pay in Knoxville, after the sum of your salary and your award are considered. The amount of funding you need will depend not only on the difference in the cost of living between Knoxville and the location of your fellowship, but also on the type of leave (fully paid, partially paid, unpaid) that is approved for you.

The funds will be provided jointly by the Department, College, and ORE. The College will work with the department and ORE to get it all figured out. Ideally, the award recipient would work with the department head to construct the letter of request. The head should always be in the loop.

The process often involves several rounds of discussion before everyone agrees to a level of support.

Here are the steps

1. The College expects you will have had leave approved several semesters before you intend to be away, as specified in the CAS Leave Policy & Process document.
2. Put together the application, which includes:
  - A copy of the approved "Request for Leave" document
  - Documentation of the award. A copy of the award letter, including the \$\$ of the award
  - If the award letter does not state it, tell us whether the award will be paid to you or to UT in your name
  - Detailed documentation of projected costs; this might include both a text explanation and a spreadsheet. See additional information below
  - Total amount requested
3. Have your Head submit the request to Chris Boake, with copies to Andy Kramer and Ann Robinson-Craig
4. Chris will work with Andy and Ann to get the details right, then forward the request to ORE

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## Details of Financial Calculations

1. Itemize sources of funding
  - UT salary (should have been awarded FDL or LOA), or statement that this is a leave without pay
  - Award (is the money headed directly to you or being paid to UT?)
  - Other
  - Total of all these
2. Itemize costs beyond those in Knoxville
  - Travel, if not covered by the award
  - Examples of other items
    - Housing. Note if you will continue to maintain a residence in Knoxville. If so, the entire cost of the housing elsewhere may be eligible. If you are closing your residence in Knoxville, you could request support for paying for storage of your goods; you would request support for any difference (increase) in cost of housing elsewhere over what you paid in Knoxville, but not the total cost if you are no longer maintaining a domicile here.
    - Food. Estimate your monthly food budget and apply a cost of living calculator to figure out the difference. You may request funds to cover any increase. (For example, say you spend \$400 per month on food here, and the cost of food at your destination is 33% higher; in this case you would estimate an increase of \$132 per month over what you spend here, and request that much.)
    - Local transportation; comparison to cost of commuting in Knoxville
  - Total of all these
3. Compute the difference for the number of months of the award. This is your request.