



# Office of Contract and Grant Administration PI Sabbatical/ Admin Leave Workflow Update

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October 14, 2021

# PI Sabbatical / Admin leave Forms

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- Sponsor reporting requirements for PI leave discussed at [August RAF](#)
- Other Support reporting requirements for affiliations, appointments and funding
- APM-740 and APM-700 *Sabbatical and Other Leaves of Absence* [form](#) and [instructions](#) were updated for new fiscal year
  - **ALERT: Routing subsequently updated, effective immediately**

# APM-740 & APM-700

b. I am currently PI or Key Personnel on current or pending extramural contracts/grants at UCLA.

Yes  No

I have contracts/grants awarded to UCLA and want to continue work on these projects while on leave at this location/institution.

Yes  No

I understand that if I am PI or other Key Personnel on any UCLA extramural contracts or grants, prior approval from the sponsoring agencies may be required for changes to the funded project, including but not limited to reductions in committed effort, changes in performance location, or changes in scope or schedule. These approvals are required before the leave is finalized. I will work with OCGA to obtain the necessary approvals.

# APM-740 & APM-700 Instructions: Approval

## Section E – Approval

For all types of leave requests:

1. Department staff shall review the form for accuracy.
2. Department staff shall contact the Office of Contract and Grant Administration (OCGA) at [awards@research.ucla.edu](mailto:awards@research.ucla.edu) if the faculty member requesting the leave is currently a PI or other Key Personnel on current or pending extramural contracts/grants at UCLA **and/or** has checked yes to any of the research questions in Section A-1-c.
  - For sabbatical leaves, the email to OCGA should include the subject line: Sabbatical Leave Request – Faculty's First and Last Name and Department and attach the leave form.
  - For other leaves of absence, the email to OCGA should include the subject line: Leave of Absence Request – Faculty's First and Last Name and Department and attach the leave form
3. OCGA will communicate with the faculty member and/or Department staff to discuss any actions that are required or if further information is needed.
4. When a sabbatical or leave of absence request involves 1) a request by the faculty member to continue serving as PI/Key Personnel on extramurally-funded contracts or grants administered by UCLA, or to suspend the work, or to transfer the work to another PI for the period of the leave; and/or 2) a request by the faculty member to apply for/receive funding for research while at the outside institution, correspondence with OCGA and other appropriate documentation of sponsor approval (as needed) should be attached to the form before it is forwarded for review/approval.

**The routing described in the current instructions is being revised**

**Effective immediately, forms should be submitted directly to APO**

**APO will review and forward to OCGA to determine if additional information and / or action is required related to the PIs C&G**

**Sponsor approval does not need to be attached when the form is submitted to APO**

# Any Questions?

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