



OFF DUTY PAY REQUEST FORM

Name: _____

Home Department: _____ Dates of ODP Effort: _____

Today's Date: _____

Complete this form and the listed attachments, and turn them in to the Human Resources Professional for your department. For help, see the Frequently Asked Questions document [\[link\]](#)

Required for Sponsored Project ODP: Please attach sponsor-approved scope of work, which includes expected deliverables, and budget/narrative.

☐ Attached is my completed Off Duty Pay Calculator

☐ I understand only allowable activities directly related to my sponsored award(s) (such as research, writing progress reports, attending research-related conferences and/or holding project meetings) can be charged to the sponsored project(s) listed above.

☐ I understand that unallowable activities (including, but not limited to, preparing/submitting competitive proposals, non-sponsor related research, vacations, attending department faculty meetings, advising, administrative work, university service, attending non-sponsor-related activities, as well as teaching and teaching preparation unless the grant is specifically for teaching and teaching preparation) cannot be charged to sponsored projects.

☐ Attached is my scope of work, including expected deliverables, and the sponsor-approved budget/narrative for the sponsored project(s) listed above.

[OR]

Required for UNIV-funded ODP: Please attach scope of work, which includes expected deliverables.

☐ Attached is my completed Off Duty Pay Calculator

☐ Attached is my scope of work, including expected deliverables.

Comments:

Faculty Signature: _____

Date: _____

Chair/Director Signature: _____

Date: _____