Fordham University recognizes that it is critical to the University’s mission that tenure and tenure-track faculty attain fellowships and grants from external sources that will enable them to advance their scholarship. In order for a faculty member to accept a particular External Award, he/she may need to be released from teaching and service expected of the faculty for a stipulated period of time (Research Leave). In addition, for a given Faculty member, the salary and benefits (total compensation) provided by an external award may be less than the salary and benefits Fordham University would provide to that same individual during the same period of time.

Fordham University has adopted a set of procedures “Gap Funding” to limit the reduction in total compensation as a result of accepting an External Award and associated Research Leave.

Fordham University’s provision of Gap Funding is subject to the following seven conditions:

1) The Faculty member requesting Gap Funding must, prior to submitting his/her application for the External Award that would require Research Leave, have filed a properly completed and approved Notice of Intent to Submit (“NITS”) in accordance with Office of Sponsored Programs (OSP) procedures.

2) The requesting Faculty member:
   - could not have received Gap Funding during the four academic years immediately preceding the academic year during which this requested Gap Funding would be received;
   - must have been on campus and in residence (fulfilling their normal faculty duties) at Fordham University for at least one full academic year prior to the academic year during which the requested Gap Funding would be received;
   - will normally be expected to have been on campus and in residence (fulfilling their normal faculty duties) at Fordham University during the twelve months immediately preceding the period of Research Leave for which Gap Funding would be received;

3) Gap Funding cannot exceed the lesser of 33% of the requesting Faculty member’s annual compensation or US$50,000 (subject to periodic review and adjustment);

4) The External Award that prompted the request for Gap Funding must be considered in the reasonable judgment of the applicable Fordham University Dean(s) to be both a nationally recognized award (e.g., Guggenheim, Mellon, NEH, ACLS) and in support of a scholarly project and intellectual contributions that will recognize Fordham University’s association and acknowledge Fordham University support;

5) Gap Funding may be limited due to University budget or other constraint. In such circumstances priority will be given to those requests that are: (a) in the reasonable judgment of the applicable Fordham University Deans, closely related to identified areas in Fordham University’s then current strategic plan; or (b) for Gap Funding in support of an External Award that is enabling the Faculty member’s to continue on leave for an additional semester of an already granted semester Fordham Faculty Fellowship.

6) Gap Funding comprises a portion of a Faculty member’s Total Compensation and is subject to normal Fordham University payroll procedures, including any required withholding and reporting in accordance with City, County, State and/or Federal tax and labor regulations;

7) If a Faculty member who has received Gap Funding does not return to and remain with Fordham University as an on campus, in residence member of the Faculty for a full academic year following the period for which Gap Funding was received, the amount of Gap Funding is forfeit and must be repaid by the recipient Faculty member to Fordham University.