



### 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: \_\_\_\_\_