

Regents' Innovator Leave of Absence Request Checklist:

1. Criteria for Regents' Innovator Leave
 - a. Strong endorsement from the unit head (or appropriate supervisor) and Dean/Vice President
 - b. Evidence of strong effort in commercializing the faculty member's research
 - c. Evidence of market research, and relevance and viability of commercialization and/or startup plans
 - d. Preference for candidates who secured initial funding for the company, including SBIR, STTR, and/or venture funding
2. [Form A](#) – completed by faculty member
 - a. Dates of leave, consistent with faculty contract dates (not to exceed 3 years; a second period of leave, up to 3 additional years, requires re-submission and re-approval)
 - b. Signed by faculty member
 - c. Without pay
 - d. Purpose explained
3. [Form B](#) – completed by department head (addressing criteria above)
 - a. Include plan for teaching coverage, graduate student advising, service assignments
 - b. Signed by department head and dean
4. Faculty member's written request (addressing criteria above)
5. Letter of support from department head
6. Letter of support from dean/VP (may combine with department head's letter)
7. Letter of support from Executive Director of Innovation Gateway
8. Faculty member's current CV
9. Supporting documentation (e.g., inter-institutional contract, MOU, offer letter, or agreement from the company, institution, or other entity; intellectual property agreement with the company, institution, or other entity)
10. [Compensated Outside Activities Approval Form](#)
 - a. The form indicates that a new Approval Form is required for each Fiscal Year
 - b. However, one form (rather than duplicate forms), indicating the full date range of the leave, can be submitted, if the arrangement will be the same throughout the leave period
11. Conflicts of Interest (COI) Management Plan, addressing intellectual property and other terms, developed by the Director of [Conflicts of Interest Review and Management, in consultation with Innovation Gateway and any other relevant offices](#)
12. Submit to Office of Faculty Affairs (OFA) for review and processing at least six months prior to the start of the leave; OFA will:
 - a. Submit to Provost for approval
 - b. Affix President's blank signature block on COI Management Plan and on Compensated Outside Activities Form
 - c. Submit to President for approval
 - d. Prepare President's recommendation letter to the Chancellor

- e. Forward packet to USG/BOR for final approval steps
13. Will require unanimous recommendation of:
- f. Provost
 - g. President
 - h. USG Chancellor
 - i. BOR Committee on Academic Affairs
 - j. BOR