



FACULTY SABBATICAL PROGRAM REQUEST

Thank you for your interest in collaborating with Argonne! Please complete this form and return it to your proposed Argonne host Division who will complete any required next steps.

I. Information about You

Name:

E-Mail:

Phone:

Institution:

Position:

Have you ever had any type of appointment at Argonne, including as a User or Outside Collaborator (Cyber Gate Pass)?
If yes, please provide details (including prior badge number, if known).

Yes No

II. Information about the Proposed Collaboration

Argonne Host:

Proposed dates of collaboration:

Hours per week:

Expected hybrid/telecommuting status:

How do you expect to be funded during this period?



Brief Description of Research:

III. DOE Order 486.1A Compliance Question

In 2019, the U.S. Department of Energy (DOE) issued Order 486.1, establishing new requirements for reporting interactions with talent recruitment programs operated or funded by foreign governments. In 2020, DOE issued an updated version of the order, Order 486.1A, with an expanded scope. If you have any questions about this item, please contact the Argonne Legal team at COI@anl.gov.

Regardless of your citizenship or nationality, are you: (a) personally receiving or expecting to receive support, including current or promises of future compensation, cash, salary, grants, honoraria, or scholarships from a Foreign Country of Risk Entity, or (b) holding positions or appointments (including adjunct, visiting, or honorary), whether paid or unpaid from a Foreign Country of Risk Entity?

Examples of Foreign Country of Risk Entities include country, regional, or local level foreign governments, national laboratories, universities, or business enterprises of a Foreign Country of Risk. For purposes of this question, Foreign Countries of Risk are North Korea, Iran, Russia, and China (including Hong Kong).

No

Yes. If Yes, please provide additional details below. A Yes answer does not automatically disqualify you from participation.



IV. Required Attachments

- Copy of your updated CV
- Documentation of employment and/or sabbatical status
- Documentation of funding for the appointment (can be combined with documentation of employment)
- Two (2) letters of reference; one from your current dean or department head and the other from a professional reference. If preferred, letters can be sent directly to faculty@anl.gov. Each reference should address:
 - How long and in what capacity the reference knows you
 - Strengths and weaknesses that the reference perceives in relation to this appointment
 - Any other descriptive comments which will assist in providing a complete picture of how the proposed appointment will enhance your future teaching and research

Upon approval, you will be scheduled to start on a Monday. New collaborators or collaborators who have not had an active record with Argonne in the past year will be required to attend our virtual New Worker Orientation program that Monday morning, from 9-10:30AM CST. You will receive an e-mail invitation the week before your start date.

Questions? Contact your proposed Argonne host.



Processing instructions for Division HR Representative (contact the TA Operations Lead (blund@anl.gov) with questions):

- *Collect request form and required attachments*
- *Faculty Sabbatical funding is handled via a subcontract. Work with your local Finance or Procurement representative to either confirm that there is an existing subcontract, or create a new subcontract.*
- *If answer to DOE 486.1A question is yes, forward the form to COI@anl.gov and wait for response before proceeding*
- *If applicable, create 593 (via direct link)*
- *Create ANL-1055*
 - *If applicable, cite completed FAVOR number*
 - *If the person is a former worker, ask HRG to check for former badge number and include it*
 - *Cite the contract number in the comments*
 - *Add TA Operations Lead Brian Lund as an approver*
- *Upon approval, the ANL-1055 will automatically integrate with Workday to create a new record*
 - *Upon approval, the initiator of the ANL-1055 receives a notification from Xink*
 - *The individual will receive an automatic e-mail from argonne@servicenowservices.com with their Argonne username and password. If they do not receive it or have technical problems, contact the Service Desk*
 - *The individual will not receive a letter or confirmation e-mail from HRS*
 - *Individuals who have not been active at Argonne within the past year will receive an invitation to Orientation the week before their start date*