

### **Guidelines for Applying for Fellowships**

Before applying for a fellowship, discuss with your Chair the details of the fellowship. Ask for advance assistance of the Pre-award Grants Manager in the College to determine the details of the potential award terms. Some fellowships are awarded only to individuals, and some are awarded to institutions. In some cases, even though the published guidelines specify an award to an individual, the agency will, if asked, allow an award to run through the PI's institution. For example, for some NEH Fellowships, NEH will ask a recipient if they would like to designate the accounting of the fellowship through their university.

Fellowships that are specifically awarded only to individuals are not considered sponsored projects, and thus are not routed through RAMSeS. Other details on eligibility will determine whether to route through RAMSeS and engage in additional work with the Pre-award Grants Manager in the College.

### **Research Leave on a Fellowship**

When the notice of an award for a fellowship arrives, you want to meet again with your Chair to arrange a formal request for a research leave. The research leave request should be a narrative that details the award terms, and how the faculty member's teaching and service commitments will be covered during the leave period. This request should be developed in consultation with the Chair and/or Associate Dean for Research. Additional support may be required to reassign course loads. The request requires approval by both the Dean and Provost.