

# SECTION 6:

## FELLOWSHIPS FOR FACULTY

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### **6.1 INTRODUCTION**

While grants and contracts are awarded to an institution for use by the principal investigator, fellowships are awarded directly to an individual. The award may be a portion of the current salary or a full replacement depending on the granting organization. Additional funds may be available from the funding organization or other sources. Duration may range anywhere from a few weeks to an academic year or more. Fellowship research is expected to result in a publishable work.

The Office of Sponsored Research primarily collects information for faculty fellowships. Occasionally, information may be available on graduate/post-graduate fellowships.

Internal approval procedures should be followed (see **Section 6.4** in this guide). Use the form listed at the end of this section prior to submission of the fellowship application to the agency.

### **6.2 ROLE OF THE FELLOWSHIP APPLICANT**

Some fellowship applications are coordinated by a department within the University (such as the Office of Multicultural Affairs, which coordinates the Fulbright Fellowship). All fellowship applications should be submitted to the Dean of The Graduate School following the standard internal approval process as listed in **Section 6.4** below. Check with the Director of Sponsored Research for internal processing on specialized fellowships.

The fellowship applicant is expected to:

- ❖ Select a funding source.
- ❖ Prepare the fellowship application in adherence to agency guidelines.
- ❖ Secure internal approval and file a copy of the application with the Office of Sponsored Research.
- ❖ Photocopy and mail the application to the agency after internal approval has been secured.

### **6.3 ROLE OF THE OFFICE OF SPONSORED RESEARCH**

The Director of Sponsored Research provides the following services to fellowship applicants:

- ❖ Notification of fellowship opportunities.
- ❖ Assistance in searching for fellowship sources.
- ❖ Consultation and review of applications prior to submission.
- ❖ Assistance in securing internal approval.
- ❖ Pre- and post-award processes and payments as appropriate.

### **6.4 INTERNAL APPROVAL**

Prior to submitting the fellowship application to the agency, internal approval must be secured using the form at the end of this section. The appropriate dean should sign the form after approval from the department chair. The application and approval form should then be given to the Dean of The Graduate School who will forward it, upon approval, to the Academic Vice President. For assistance in completing the approval form, contact the Director of Sponsored Research. The fellowship application should not be submitted to the agency until the approval process has been completed.

### **6.5 TYPES OF FELLOWSHIPS**

Fellowship funding agencies may offer several types of scholarships with differing eligibility requirements and other restrictions. Eligibility requirements will list the type of individual who may apply for the grant (such as new faculty members or senior scholars); what type of research may be covered (some agencies narrow the research to a specific topic, most have broader guidelines); the length of the fellowship (from a few weeks to an academic semester to a twelve-month period or longer). This information is generally printed in agency guidelines for the fellowship.

**6.5.1 Resident fellowships** may pay travel expenses to the granting institution, room and board, and salary for the duration of the fellowship.

**6.5.2 Non-resident fellowships** may pay some travel expenses to research sites and/or salary for the duration of the fellowship.

### **6.6 HOW TO FIND A FELLOWSHIP**

Fellowships can be offered by the federal government, universities, academic institutions, academic societies and organizations, professional organizations, museums, and libraries. The Sponsored Research website has a section devoted to major fellowships; other offices on campus may collect fellowship information.

#### **6.6.1 The Sponsored Research Website**

The Sponsored Research website has a section listing various fellowships, such as those at the NSF and NEH and the Fulbrights. Visit the site at [www.jcu.edu/research/fellowship](http://www.jcu.edu/research/fellowship) .

### **6.6.2 SPIN.PLUS**

SPIN.PLUS, an online search service, can be searched for fellowships using an advanced search located under “Award Type.” The service is accessible from any JCU network connected computer and is linked from the page at [www.jcu.edu/research](http://www.jcu.edu/research). Contact the Director at x4520 for assistance.

### **6.6.3 The Foundation Center**

One of five regional offices of The Foundation Center, a nationally known clearinghouse for philanthropic information, is located in downtown Cleveland. Their librarians can provide assistance in locating fellowships as well as in-depth coverage of funders. View their web site at [www.fdncenter.org/cleveland](http://www.fdncenter.org/cleveland), call them at 216-861-1934, or visit them downtown at the Hanna Building at 1422 Euclid Avenue, Suite 1600, Cleveland, Ohio 44115.

## **6.7 EVALUATING THE FELLOWSHIP OPPORTUNITY**

When reviewing possible fellowship sources, consider the following questions:

- ❖ Is a resident or nonresident fellowship more suitable for your research purposes?
- ❖ Will the amount of the award cover your expenses for the award period? If not, have you found alternative funding sources?
- ❖ Have you allowed for travel expenses (if applicable)?
- ❖ Are you eligible for the fellowship?
- ❖ Can you meet other criteria required by the funding agency?
- ❖ Can your research be completed during the length of the fellowship?

## **6.8 EVALUATING YOUR APPLICATION**

Before submitting your application to the agency, consider the following questions:

- ❖ Has a colleague and/or the Director of Sponsored Research reviewed your application?
- ❖ Is the proposed research worthwhile?
- ❖ Is the narrative clear, well written, and brief?
- ❖ Does it attract the reviewer’s attention and sell your idea?
- ❖ Is the topic a good match to the agency?
- ❖ Have you followed the guidelines for format, style, and other requirements?
- ❖ Are all requested materials included?

## **6.9 SUBMITTING YOUR APPLICATION**

Complete the following steps before you submit your application to the agency.

- ❖ Fill out the Fellowship Internal Approval Form (see form at the end of this section).
- ❖ Secure the approval signatures of the department chair and appropriate dean.
- ❖ Submit Approval Form to the Graduate School Dean for signature. The Dean will confer with the Academic Vice President on any matching University funds.
- ❖ After approval, a copy of the application should be sent to the Office of Sponsored Research prior to submission to the agency.

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