UNCG College of Arts & Sciences Notification of Intent to Seek External Fellowship Support

This form must be completed by any faculty member in the College of Arts & Sciences who plans to submit an application for an external fellowship that will involve an off-campus assignment for all or part of an academic year and/or will request supplemental salary support.

An electronic copy of the form should be submitted to the College of Arts & Sciences Office of Research and should also be uploaded as an attachment in RAMSeS before the fellowship application can be approved at the college and university level. All fellowship applications must be approved at the department, college, and university levels.

**Note:** If a fellowship application is submitted without a completed fellowship notification form or without approval at the department, college, and university levels in RAMSeS, the College of Arts & Sciences will be under no obligation to recognize the award, to provide supplemental salary support, or an off-campus assignment.

Name: ___________________ Department/Program: ___________________

Email address: ___________________ Telephone: ___________________

Title of proposal: ___________________

Name of funding agency (if you are submitting the same proposal to more than one agency, complete a separate form for each application):

________________________________________

Period for which support is requested: ___________________

Date of last Research Assignment and/or Fellowship: ___________________

Support requested from agency: $ _______ Agency submission deadline: ____________

If the amount of support requested is less than 50% of your salary for the requested time period, check one or more of the following or attach a separate explanation:

___ The award will be combined with a University Research Assignment or Junior Research Leave
___ I am submitting applications for more than one fellowship
___ I will accept partial salary for the period of the award.

_________________________
Applicant (signed) Date

The department can accommodate the applicant’s absence for the period indicated and any lost teaching can be covered by the amount of salary that will be recouped by the College (typically the total value of the award minus 34% to cover benefits).

_________________________
Head/Director Date