UNCG COLLEGE OF ARTS & SCIENCES
POLICY ON SUPPORT FOR FELLOWSHIP RECIPIENTS

Overview. The UNCG College of Arts & Sciences (CAS) supports faculty engagement in a broad range of research, scholarly, and creative activities, as well as faculty pursuit of extramural funding for these activities. This includes supporting faculty who pursue nationally or internationally competitive fellowships. This document describes the CAS policy regarding faculty eligibility for fellowships, procedures for applying for fellowships, and the policies regarding supplemental salary support and off-campus assignments. The CAS recognizes that fellowships and off-campus assignments are a valued accomplishment and an essential opportunity for pursuing research and scholarship in many fields. However, fellowships also present an economic cost to the CAS and a potential challenge to course staffing in departments. In order for the CAS to maintain a vital and ongoing program of support for fellowship recipients, it is essential that fellowship applicants familiarize themselves with these policies, consult with their department head and the CAS Associate Dean for Research in advance regarding planned applications, and follow the procedures described below.

Definitions. Terms such as grants and fellowships are often used interchangeably. For the purpose of this policy, the following definitions are used:

Grant – A grant is a financial award that is used to fund research or scholarly activity. Grant funds may be used for a variety of purposes including salary support for the principal investigator (PI) and members of the research team, participant payment, equipment costs, supplies, and travel expenses. Pending department and college approval, faculty members who have grants may use the funding to obtain release from some of their teaching or service duties. However, faculty members with grants are typically on campus and engaged in teaching and service duties, as well as research, during the academic year (i.e., grant recipients typically do not use their awards for off-campus assignments). Typically, the CAS does not provide matching funds for grants.

Fellowship – A fellowship is a financial award that is primarily used to allow scholars to devote themselves full-time to research, scholarly, or creative activities for a set period of time, typically for one semester or for a full academic year. Faculty who receive such awards are often granted an off-campus assignment for the period of the award. In many cases, the CAS will provide a salary supplement sufficient to allow the faculty member to remain on full salary during the period of the leave, provided that all the requirements of this policy are met. An off-campus assignment provides release from teaching and service duties during the period of the fellowship. The funding agency must require that this release be provided as a condition of the award – an off-campus assignment cannot be requested simply because one receives external funding.

CAS Support for Fellowship Recipients. As noted above, fellowship awards typically require a commitment of matching salary and an off-campus assignment for recipients from their home institution. The CAS policy is to match the salary provided by an external fellowship up to a maximum of 50% of the recipient’s base salary for the period of the award, subject to approval of the department head and Associate Dean for Research, and the availability of funds. This means that in order to maintain full salary for the requested leave period, the value of the...
fellowship must be at least one-half of the value of the recipient’s salary during that period. If the value of the fellowship is more than one-half of the value of the fellowship, then the fellowship must cover as much as possible of the cost of fringe benefits on the fellowship portion of the salary – the current UNCG fringe benefit rate is 33%. This is required because the State of North Carolina does not allow the use of state funds to pay benefits on non-state funded (e.g., fellowship funded) salary.

If the value of the fellowship exceeds 50% of the recipient’s base salary during the period of the award and fully covers the fringe benefits on the fellowship portion of the salary, the recipient may use any remaining funds to pay for additional expenses within the funding agency guidelines. Note, however, that a fellowship cannot be used to increase the recipient’s base salary.

If the total amount of the fellowship is less than 50% of the base salary, the CAS will match only the amount of the fellowship, meaning that the recipient’s total salary for the year will be reduced. Some fellowships provide relatively low levels of financial support. In general, it is expected that such fellowships will be combined with other awards, such as a University Research Assignment rather than being used alone to fully support a leave. Thus, applicants are advised to begin planning well in advance of the application due date and to have a well-developed budget.

Note that salary support from the CAS is limited to fellowships that support research, scholarship, or creative work. Fellowships that primarily support other activities, such as Fulbright Lecture awards, will not be supported under this policy.

**Eligibility for CAS Support for Fellowships**

Only full-time tenured or tenure-track faculty members are eligible for supplementary salary support from the CAS. Non-tenure track faculty or instructors may be granted an off-campus assignment if they receive a fellowship; however, all salary and benefit support for the period of the fellowship would be from the fellowship (and may mean that the faculty member receives less than their full UNCG salary for the period of the award).

CAS support for fellowship awards and off-campus assignments is generally limited to a one-year period. Request for longer award periods require special approval from the Dean and should be discussed in advance with the department head and Associate Dean for Research.

Tenured and tenure-track faculty members cannot expect to receive an off-campus assignment and supplementary salary support for a fellowship more often than once every three years (however, this does not mean that these will be granted automatically every three years). A faculty member’s absence from campus more often than one year in three would limit his/her ability to contribute to the university’s teaching mission, interact with colleagues, assist with the service obligations of the faculty, and share the benefits of the leave with the University.

Faculty members must return to UNCG for at least twice the period of the time away (this applies to all leave be it fellowship, research assignment, etc.) or will be required to repay the salary received during the period of the fellowship. For example, if a faculty member is away for
one year for a fellowship or research leave then the faculty member will need to be back as a contributing member of the university for 2 years following the absence before taking another leave. Additionally, TSERS requires that employees on approved Leaves of Absence (LOA) for education purposes return to service as a contributing member for at least 3 years or service credit earned during the LOA will be cancelled.

Tenured faculty who are eligible for a University Research Assignment in the year for which the award is requested should apply for a Research Assignment for one year at half salary (with or without the option of a semester at full salary if the award is not granted), following procedures announced annually by the Provost. Note that if both the fellowship and the research assignment are awarded in the same year, the research assignment, rather than the College fellowship policy, will provide the supplemental salary match. In other words, the applicant will not receive matching funds from both the CAS Fellowship Program and the University Research Assignment Program.

Assistant professors are typically awarded a one-semester assignment for research (Pre-Tenure Research Assignment) after reappointment to a second term. Normally, this will be taken during their fourth year on the faculty. Assistant professors who receive a fellowship for one semester or longer during their first four years will not receive a Pre-Tenure Research Assignment.

**Preparation and Submission of Fellowship Applications:**
Faculty members who plan to submit a fellowship application should begin this process well in advance of the agency’s submission deadlines. The first steps are to review the fellowship policy, determine if you are eligible for CAS support, and consult with your department head. The department head must certify that the department can cover the cost of the lost instruction with the funds recovered from the proposed fellowship award (less the cost of benefits covered by the CAS). Applications for external fellowships must be endorsed by the department head using the fellowship notification form available from the CAS Office of Research; see [http://www.uncg.edu/aas/casresearch/propdev.html](http://www.uncg.edu/aas/casresearch/propdev.html) or Appendix 1 of this document. Scanned copies of this form must be submitted to the CAS Office of Research and uploaded as an attachment in RAMSeS.

All fellowship applications must be uploaded into RAMSeS (UNCG’s online grant submission portal), even if the applicant will directly submit the final application to the funding agency. This provides an official record of the submission so that the PI and their department will be credited for the submission. It is also the official mechanism by which proposals are reviewed and approved at the department, college, and university levels. Finally, the submission in RAMSeS provides the official record of the CAS salary support and commitment to an off-campus assignment during the period of the fellowship. Please see Appendix 2 for information about submitting application materials in RAMSeS.

Note that if a faculty member applies for a fellowship without completing the fellowship notification form or without approval at the department, college, and university levels in RAMSeS, the CAS will be under no obligation to recognize the award, to provide supplemental salary support, or an off-campus assignment.
The fellowship award should be paid to UNCG and must cover salary and as much fringe benefits as possible. If the funding agency will not permit this, then the recipient must agree to accept a partial salary from UNCG and receive the fellowship as a direct payment from the agency. In this case, it is the recipient’s responsibility to make arrangements with HRS regarding benefits coverage and to pay all necessary taxes.

Recipients should be aware that awarded fellowship amounts are sometimes less than the amount that was originally requested in the application. The CAS will only match the awarded amount of the fellowship, not the originally requested amount (up to 50% of the recipient’s salary during the award period). Furthermore, note that matching funds from the CAS are contingent upon their availability at the time of the award.

**Information for Department Heads**

If the fellowship is awarded, the department head will request that the recipient be given an off-campus assignment for research by submitting a memorandum to the Dean with appropriate paperwork. As noted above, department heads must be able to cover the replacement costs for faculty with no more than the salary award after accounting for benefit costs. Note that fellowships vary in terms of the amount of benefits that they will cover (ranging from 0 to 100%). The current UNCG benefit rate is 33%. In the case of a fellowship that does not account for any of the benefit costs, the amount for benefits can be calculated by dividing the salary amount of the fellowship by 1.33. For example, if a recipient’s fellowship provides $45,000 in salary and no benefits, the department head will have $45,000/1.33=$33,834 to cover the replacement of the faculty member’s teaching. Any benefits paid for the replacement instruction will come from the common benefit pool and are not included in the $33,834.

**Supplemental Funding for Fellowship Recipients**

Faculty who apply for fellowships that will pay part or all of their academic-year salary, but that do not include funding to pay other expenses, such as travel, may apply for supplemental funding from the CAS. The amount of support provided cannot be guaranteed and will depend on the number of requests and on the availability of funds. Funds should be requested in a memo to the Associate Dean for Research at the time of application and must include a description of the specific activities for which supplemental funding is requested, explaining how they will advance the goals of the project. Requests may also be submitted after the fellowship is awarded, but that makes it less likely that funding will be available to support the request. All requests must be clearly linked to the goals of the project supported by the fellowship. Applicants are expected to request support from other internal sources in addition to making a request to the CAS. The Associate Dean for Research will suggest appropriate sources when the fellowship application is submitted.
Appendix 1 – Fellowship Notification Form

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 apply 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 Leave 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.
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).

Applicant (signed) Date

Head/Director Date

Appendix 2 – Guidelines for Preparing Fellowship Applications in RAMSeS

GUIDELINES FOR PREPARING FELLOWSHIP APPLICATIONS IN RAMSES

Overview

• Applicants (especially those who are unfamiliar with RAMSeS) are encouraged to seek assistance from the College of Arts & Sciences (CAS) Office of Research prior to beginning the application, as well as during the process of completing the submission in RAMSeS. Additional help information for RAMSeS can be found at: http://sponsoredprograms.uncg.edu/wp-content/uploads/2012/07/RAMSeSQuickReferenceGuide.pdf

• Before you apply for a fellowship you MUST consult with your department head who will be responsible for approving your release from teaching. Furthermore, you and your department head must complete and submit the fellowship notification form to the CAS Office of Research.

• All fellowship applications must be submitted in RAMSeS – even if the applicant will directly submit the final application. This provides an official record of the submission so that the PI and their department will be credited for the submission. It is also the official mechanism by which the proposal is reviewed and approved at the department, college, and university levels. Finally, the submission in RAMSeS provides the official record of the CAS salary support and commitment to an off-campus assignment during the period of the fellowship.

• Applicants are encouraged to contact the CAS Office of Research and open a RAMSeS submission as soon as they know they will be applying for a fellowship. However, applications should be submitted in RAMSeS by the PI no later than ten days prior to the funding agency’s submission deadline. This will allow adequate time for the department head, Associate Dean for Research, and Office of Sponsored Programs (OSP) staff to review and approve the proposal. Note that submitting the proposal in RAMSeS does not mean that it is being submitted to the funding agency. It simply means that the information in RAMSeS is being submitted for approval by the department head, Associate Dean, and OSP staff. You will still be able to revise your proposal narrative prior to the submission to the funding agency.
• Applicants should enter submission notes in RAMSeS in order to clarify or provide additional detail about applications that the department head, Associate Dean for Research, or OSP staff may need to know.

WALK-THROUGH OF THE RAMSES APPLICATION

Please keep in mind that the information required in RAMSeS may not always seem directly relevant to the proposal. However, this is information needed by the research staff in order to provide final approval of the submission. Please note that CAS Office of Research Staff are available to assist you with submission of information in RAMSeS.

1. General Info Page
   a. Enter the funding agency. When you click in the funding agency box, another window will appear in which you can search for the agency. If the agency is not already listed, you will have the option to add it.
   b. Enter the Proposal Guideline URL (note that you must enter the proposal guideline URL or upload the guidelines as an attachment in RAMSeS).
   c. Enter the Short Project Name. This is just a shortened version of your project title.
   d. Enter the Project Start and End Dates. Be sure that all start and end dates for your fellowship are consistent throughout RAMSeS and in your proposal narrative.
   e. Enter Activity Type/Chess Code – This is usually “Research.”
   f. Enter Proposal Type – This is usually “New.”
   g. Enter Award Type as “Fellowship.”
   h. Enter the Submission Instructions as required by the funding agency – via website, via email, via paper copy, etc.
   i. Your proposal is not a RPPR.
   j. Your proposal is not being submitted under the American Recovery & Reinvestment Act
   k. Enter the Award Admin Department – your Department
   l. Enter the Primary Award Contact – this is the person in your department who manages your departmental funds.
   m. Enter the sponsor deadline, including the time if you know it.
   n. Enter the Title of Project. This is the full title of the project.

2. Personnel Page
   a. Please list yourself as Lead Principal Investigator.
   b. Sponsored Effort is the percentage of your salary that will be covered by the fellowship award.
   c. Cost Shared Effort is the percentage of your salary that will be covered by the CAS.
   d. Calendar Months – Please indicate how many calendar months you will be working on this project. If any of these months are summer months, please indicate that.
   e. Allocation of Credit should be 100% because you are the only PI.
f. Check YES, course reduction is required. (Normally, we think of course reduction as a one-at-a-time buyout—here you are asking to be released from teaching. For purposes of RAMSES this is a course reduction).

g. Check YES, funds are requested from the sponsor to accommodate that reduction.

3. **Research Subjects Page** - Fellowships typically do not involve the use of animal or human subjects, so click no to both of those.

4. **Research Materials Page** - Fellowships typically do not involve the use of radioactive, hazardous chemical, or biological materials, so click no to all questions on this page.

5. **Subcontractors Page** – There typically are no subcontractors on fellowships.

6. **Budget Page** - You must fill in both the Initial/Current Budget Period and the Total Period/Total Request columns on the budget. Because fellowships are typically one year or less, both columns will usually be the same.
   a. Be sure the start and stop dates given in the budget match those elsewhere in RAMSeS and in your fellowship application.
   b. Direct cost is the amount of the fellowship for which you are applying. If the granting agency (such as the Guggenheim) does not list precise amounts of fellowship support, make a note of this in the submission notes and use half of your annual salary as your direct costs base.
   c. Be sure to click “Calculate Total” so the numbers populate at the bottom in the Funds Requested boxes.
   d. **Cost share.** Again, for purposes of RAMSeS, the answer is almost always YES, the University must provide cost share. As described in the CAS Fellowship policy, the CAS will typically match the amount of the salary provided by an external fellowship up to a maximum of 50% of your base salary for the period of the award. As noted below, the PI should upload a budget justification document that summarizes the salary match and that is approved by the Associated Dean for Research.
      - **Account Number.** TBD is fine (to be determined).
      - **Is the cost matching voluntary?** The answer is YES.
      - **Are you asking the Dean for cost sharing?** The answer is YES.
   e. Check NO, you do not need additional resources to do this project.

7. **Export Control Page** – Depending on where your fellowship is located, you might be travelling internationally. Complete this page according to your travel plans.

8. **Intellectual Property Page** – Fellowships do not typically require patents, so click no to all questions on this page.

9. **Community Engagement Page** – Complete this page according to the type of work you will be conducting while on your fellowship.
10. **Locations of Budget Expenditures Page** – Indicate where your fellowship will be conducted according to UNCG campus building, NC county, state or foreign country. Percentages must equal 100%.

11. **Locations Relevant to Your Project** - Indicate where your fellowship will be conducted according to NC county, state or foreign country

12. **Abstract Page**
   a. Enter a CIP code based on your field of work.
   b. Enter a brief abstract in the box provided, and indicate whether or not you want to include the abstract in the Research Abstracts Database.

13. **Attachments Page**
   a. You should attach the fellowship requirements/guidelines.
   b. You must attach the **NOTIFICATION OF INTENT FORM**, which has been completed and signed by your department head. You must upload the INTENT FORM as pdf in the space provided for attachments. You can find the intent form in Appendix 1 or at [http://www.uncg.edu/aas/casresearch/propdev.html](http://www.uncg.edu/aas/casresearch/propdev.html)
   c. You must attach either a statement from the granting agency’s website or an email from the granting agency confirming that the agency does not provide F&A. [F&A is facilities and administration, otherwise known as overhead or indirect costs. Fellowship granting agencies almost never provide F&A.]
   d. You must attach a brief budget justification indicating your annual salary, the amount of the Fellowship Award, and how much cost share will be provided by the CAS (see Appendix 3).
   e. If a Fellowship, such as a Fulbright or a travel grant, pays part salary and part other expenses, you must upload a complete budget as an attachment.

14. **Approving Depts Page**
   a. Your department should already be showing in the list of approving departments
   b. You must add the CAS Dean’s Office. When you click in the Department box, another window will appear where you can search for the Deans’s Office – College of Arts and Sciences (AAS). Click the name of the department to populate it into the box, and then click the grey “Add Department” button. Then click the grey “Authorize Department Listing”

15. **Submission Notes Page** – This is the page where any helpful information or details should be included. Simply type the notes in the box provided and click “Add Note.” Please be aware that submission notes CANNOT be deleted once they have been added.
Information for Department Heads

1. Department heads must be able to cover the replacement costs for faculty with no more than the salary award after benefits have been accounted for. Note that fellowships vary in terms of the amount of benefits that they will cover (ranging from 0 to 100%).

2. The current UNCG benefit rate is 33%. In the case of a fellowship that does not account for any of the benefit costs, the amount for benefits can be calculated by dividing the salary amount of the fellowship by 1.32. For example, if a recipient’s fellowship provides $45,000 in salary and no benefits, the department head will have $45,000/1.33=$33,834 to cover the replacement of the faculty member’s teaching. Any benefits paid for the replacement instruction will come from the common benefit pool and are not included in the $33,834.

The CAS Office of Research is available to help faculty with fellowship proposals! If you need assistance with RAMSeS, with your budget, with questions, etc., please contact Tiffany Wright at 334.4757 or tnwrigh2@uncg.edu

Appendix 3 – Sample Budget Justifications for RAMSeS Applications

In order to facilitate review of fellowship proposals, investigators are required to upload a budget justification document as an attachment in RAMSeS. This appendix provides a description of the information needed for the justification and examples. The College of Arts & Sciences (CAS) fellowship policy states:

The CAS policy is to match the salary provided by an external fellowship up to a maximum of 50% of the recipient’s base salary for the period of the award, subject to approval of the department head and Associate Dean for Research, and the availability of funds. This means that in order to maintain full salary for the requested leave period, the value of the fellowship must be at least one-half of the value of the recipient’s salary during that period. If the value of the fellowship is more than one-half of the value of the fellowship, then the fellowship must cover the cost of fringe benefits on the fellowship portion of the salary –the current UNCG fringe benefit rate is 33%.

The budget justification must indicate the applicant’s annual salary, the expected amount of the fellowship, the duration of the fellowship period, and how the fellowship funds will be applied to cover salary, fringe benefit, and any additional expenses. If a funding agency requires additional itemization of budget costs, these should be noted and included in the budget justification. Several examples are listed below:

EXAMPLE 1: Faculty annual salary: $80,000; expected fellowship amount: $40,000. In this case, the fellowship covers exactly one-half of the annual salary. Therefore, the fellowship would not cover any of the fringe benefit costs. The investigator would attach the following budget justification statement in RAMSeS:
**BUDGET JUSTIFICATION:**
My annual salary is $80,000
Expected amount of the fellowship is $40,000
Period of the award: one year
Based upon these figures, I will apply the full amount of the fellowship towards my annual salary and benefits and request the College of Arts & Sciences to cover my remaining salary and benefits.

**EXAMPLE 2:** Faculty salary: $80,000; expected fellowship amount: $45,000.
In this case, the fellowship covers more than one-half of the annual salary. The fringe benefit costs on the $40,000 salary covered by the fellowship (based upon a 33% rate) is $13,200. The investigator should apply the full value of the fellowship towards the salary and benefit, although it will not cover the full salary and benefit costs ($53,200). The investigator would attach the following budget justification statement in RAMSeS:

**BUDGET JUSTIFICATION:**
My annual salary is $80,000
Expected amount of the fellowship is $45,000
Period of the award: one year
Based upon these figures, I will apply the full amount of the fellowship to cover one-half of my annual salary ($40,000) and part of my benefit costs ($5,000 of $12,800) for one semester. I request that the College of Arts & Sciences will cover my remaining salary and benefits.

**EXAMPLE 3:** Faculty salary: $80,000; expected fellowship amount: $60,000.
In this case, the fellowship covers more than one-half of the annual salary and the associated benefit costs ($53,200). The investigator would be able to apply the remaining fellowship funds following the funding agency guidelines. The investigator would attach the following budget justification statement in RAMSeS:

**BUDGET JUSTIFICATION:**
My annual salary is $80,000
Expected amount of the fellowship is $60,000
Period of the award: one year
Based upon these figures, I will apply $53,200 of the fellowship to cover one-half of my annual salary ($40,000) and benefits ($13,200). I request that the College of Arts & Sciences match one-half of my annual salary and the resulting benefits. I will use the remaining $7,200 from the fellowship in accordance with the funding agency guidelines.

**EXAMPLE 4:** Faculty salary: $80,000; expected fellowship amount: $30,000.
In this case, the fellowship covers less than one-half of the annual salary. The College will match this amount, but this will leave the applicant at less than full salary for the year. Furthermore, the fellowship would not cover any of the fringe benefit costs. The investigator would attach the following budget justification statement in RAMSeS:
BUDGET JUSTIFICATION:
My annual salary is $80,000
Expected amount of the fellowship is $30,000
Period of the award: one year
Based upon these figures, I will apply the full amount of the fellowship to my salary and request the College of Arts & Sciences to match this amount of salary. I understand that my annual salary during the fellowship period will be $60,000.

Award periods shorter than one year:
Note that in the case of shorter award periods (e.g., one semester), the same guidelines and format would be followed.

EXAMPLE 5: Faculty annual salary: $80,000; expected fellowship amount: $25,000; period of the award: one semester.
In this case, the fellowship covers more than one-half of the salary during the award period. The fringe benefit costs on the $20,000 salary covered by the fellowship (based upon a 33% rate) is $6,600. The investigator should apply the full value of the fellowship towards the salary and benefit, although it will not cover the full salary and benefit costs ($26,600). The investigator would attach the following budget justification statement in RAMSeS:

BUDGET JUSTIFICATION:
My annual salary is $80,000
Expected amount of the fellowship is $25,000
Period of the award: one semester
Based upon these figures, I will apply the full amount of the fellowship to cover one-half of my salary during the award period ($20,000) and part of my benefit costs ($5,000 of $6,600) for one semester. I request that the College of Arts & Sciences cover my remaining salary and benefits.

Combining Research Assignments and Fellowships
Faculty who apply for a fellowship and university research assignment in the same year should use the following justification format. If an applicant receives both the fellowship and the research assignment, the salary for the period not paid for by the fellowship will be paid in full by the research assignment. Note that the research assignment funds will be paid in lieu of matching funds from the CAS.

EXAMPLE 6: Faculty salary: $80,000; expected fellowship amount: $45,000.
In this case, the budget justification should indicate both contingencies if the fellowship is awarded – matching funds from the CAS fellowship program or salary from the university research assignment program.

BUDGET JUSTIFICATION:
My annual salary is $80,000
Expected amount of the fellowship is $45,000
Period of the award: one year
If I receive a university research assignment, I will apply the full amount of the
fellowship to cover one-half of my annual salary ($40,000) and part of my benefit costs ($5,000 of $13,200) for one semester. I request that the College of Arts & Sciences cover the cost of the remaining benefits not covered by the fellowship. I will use my research assignment to pay one-half of my annual salary and the resulting benefits. If I do not receive a university research assignment, I will apply the full amount of the fellowship to cover one-half of my annual salary ($40,000) and part of my benefit costs ($5,000 of $13,200) for one semester. I request that the College of Arts & Sciences match one-half of my annual salary and the resulting benefits, as well as the remaining benefits not covered by the fellowship.

**Cases not covered in the previous examples:**
The previous examples represent typical fellowship applications made by CAS faculty. However, this is not an exhaustive listing. In the case that a fellowship application does not fit within the examples above, the applicant should consult with the CAS Associate Dean for Research. For example:

- the fellowship funding agency does not specify the exact award amount at the time of the application
- the period of the award is unspecified or crosses semesters or academic years
- the applicant is applying for multiple awards or has other sources of matching funds