

Guidelines for Fellowships at Appalachian State University

Fellowship Definition

Fellowships are widely defined by various agencies and foundations; Appalachian State defines "**fellowship**" to mean a financial resource typically awarded to scholars via competitive application process. Fellowships generally do not have to be repaid, and for the purposes of these guidelines are intended to defray the expenses of conducting research, scholarship or creative activities. Further, fellowships as discussed in this guidance refer to those that are considered to support full-time for a period of one semester or beyond.

App State does not currently have a codified policy on fellowships in the policy manual. This document briefly outlines information, resources and processes regarding fellowship applications and considerations. Faculty should carefully read the requirements for submission of any opportunity of interest.

Fellowships are nearly always applied for, received, and managed by the individual applicant:

- ***If applying for a fellowship or an individual award*** that either allows or requires the faculty or staff member to directly submit the application to the sponsor, the individual must apply on their own. These applications should not be submitted through the Office of Research and Innovation (ORI) for internal approval.

In rare cases, fellowships do need to be applied for through or managed by the Office of Research and Innovation:

- ***If an individual fellowship or individual award absolutely requires institutional submission or nomination***, the application must be routed through the Office of Research and Innovation, in addition to the typical fellowship support process.
- ***If an individual fellowship or individual award is institutionally limited***, there may be an internal competition as a first step to determine the most competitive applications. In this case, regardless of who actually accepts the award, the application must be routed through the Office of Research and Innovation for internal approvals prior to submission.

Example: [National Endowment for the Humanities \(NEH\) Summer Stipends](#) - This program restricts the number of submissions allowed per university to one each year. To accommodate this limit, App State administers an internal competition to determine the most competitive applications. The Vice Provost for Research and Innovation at Appalachian State University is required to submit approved paperwork that nominates one faculty per deadline, which is included in the application package of the faculty to apply for this Summer Stipend. These applications **must be routed** through the Office of Research for internal approval prior to submission.

Eligibility and competitiveness guidance:

- **To better understand fellowship opportunities**, faculty may contact the [Grants Resources & Services \(GRS\)](#) division of the ORI for assistance. Services include support in identifying fellowship opportunities through the [Pivot database](#).
- Faculty are strongly encouraged to submit their individual award and fellowship applications to the [External Draft Improvement Team \(EDIT\)](#) program for peer review prior to submission to increase competitiveness. Grants Resources & Services recruits three area faculty reviewers to provide detailed feedback on your proposal prior to submission. Draft proposals must be received a minimum of four weeks before the program deadline to be considered for review.
- Full-time status of fellowships will be evaluated case by case upon submittal through the InfoReady system. Examples of fellowships and individual awards that are considered full-time include:
 - Some [National Endowment for the Humanities \(NEH\) Fellowships](#) - Faculty apply for the NEH Fellowship individually and an application should not be routed through the Office of Research and Innovation.
 - [Fulbright Scholar Program](#) - Faculty apply for the Fulbright Scholar Program individually. The application should not be routed through the Office of Research and Innovation. Faculty should consult the Faculty Handbook and discuss with their academic chairs and deans their leave options for pursuing a Fulbright Scholar Program abroad.
 - [American Council of Learned Societies \(ACLS\) Fellowships](#) - Faculty apply for ACLS Fellowships individually. The application should not be routed through the Office of Research.

Institutional Fellowship Support and Extended Leave

Eligibility

Faculty are encouraged to apply and may be eligible to accept fellowship support that includes leave from their normal campus duties provided the following conditions are met:

- Eligible faculty will typically be tenure track, or in some exceptional cases NTT faculty with significant research, scholarship and creative activities whose teaching loads allow.
- Eligible faculty will typically be tenured.
- The fellowship must support/require “full time” effort.
- The faculty member must complete [an InfoReady submission process](#) within the App State timeline. This process streamlines the important steps including pre-approval for the application from the department head, their Dean, and ensuring that necessary course coverage is feasible.

Institutional Fellowship Support

Limited institutional support is available to provide faculty who successfully acquire external fellowship support to maintain full salary and benefits during the first semester of a fellowship period. Fellowship support may be provided under the conditions that the faculty member completes the InfoReady process and receives the necessary approvals, that faculty member receives the award directly, and is solely responsible for the award management.

Fellowship support includes:

- One semester of paid special leave, including full benefits.

The process of applying for institutional fellowship support includes:

- Submit an [InfoReady application](#) to the Institutional Fellowship Support opportunity with the intent to apply for the fellowship; this will route through Chair, Dean, and Academic Affairs approvals.
 - If the fellowship or award requires full-time effort for a semester or longer, applicants should submit an intent to apply at least nine months in advance, and no more than 18 months in advance of their anticipated submission date. Applicants should discuss with their chairs the ideal timeframe they need to plan for future teaching loads.
 - The deadlines are set with the academic calendar in mind, to enable Department Chairs to incorporate course planning into the eligibility response.
 - Certain restrictions may apply based on the time requirements and the dollar amount of the award; these will be evaluated on a case by case basis.
- Complete the notice for external activities for pay and develop a Conflict of Interest (COI) plan specific to the opportunity.

Under certain circumstances, supporting agencies may disallow direct support to an individual faculty member and instead require disbursement of funds through the institution. In this case, any available departmental or leave support will be negotiated between the department head, the Dean, and the VPRI.

Extended Leave

Fellowships that require activities exceeding the one-semester leave policy require application of Reassigned Time Leave (RTL) and must adhere to the RTL policy, including the requirement of a complete six years of lapsed time since any previous RTL (previously referred to as "OCSA").

Receipt of a fellowship or individual award

Upon notification of an individual fellowship or award, faculty should notify their chair and dean. Individuals who would like assistance with publicity or promotion of the award announcement

can also notify [Grants Resources & Services](#) and/or your college's communications liaison. [Sponsored Programs](#) should be notified of awards to the institution.

Other considerations:

- Fellowship funding varies by opportunity. Faculty should make themselves aware of:
 - How much total money is being awarded (will it cover living expenses, rent, etc.).
 - What the money can be allocated for (salary, housing, childcare, etc.).
 - How much time the Fellowship is for (one semester, an academic year, the summer etc.).
 - Whether the fellowship will be combined with other fellowship opportunities to provide additional support.
- Tax implications
 - Faculty members should consult with their tax advisors to manage the tax implications of receiving fellowship monies.
- International programs
 - Faculty may choose to work with the [Office of International Programs](#) when preparing an international fellowship and/or a Fulbright application. Specific resources available are:
 - [International Business Travel Insurance](#)
 - [Connecting to Fulbright Campus Representatives](#)
 - [Existing international partnerships](#)
 - Faculty should contact [Research Protections to discuss Export Controls Requirements](#) related to their project.