

Effective 11/1/2020

CLAS Policy on Faculty Fellowship Applications

Rationale

One of the goals of the CLAS strategic plan is to encourage faculty to seek fellowships that promote their research and scholarship and enhance their academic credentials. This policy statement on faculty fellowship applications is designed to minimize uncertainty about levels of financial support that prospective fellowship awardees can expect to receive from the college. In addition, the management of fellowship awards is described, as are application procedures.

As prevailing budgetary conditions allow, the college intends to provide salary support for recipients of major research fellowships awarded by widely known national and international fellowship-granting agencies. The amount of college support for other awards will be negotiated on a case-by-case basis.

Management

College support is calculated by subtracting the amount of the award from an awardee's nine-month compensation, irrespective of the dates of the fellowship period. No college support will be provided for summer months. However, faculty may receive salary from a summer-only fellowship.

Fellowship support is administered differently according to whether the fellowship funds will be managed by the awardee or by UF. Applicants must determine, prior to submission, whether they wish to retain and personally manage any fellowship funds they may receive, or to allow the university to manage the award. This choice must be indicated on the CLAS fellowship application form. Applicants who initially choose to receive funds directly do not have the option of subsequently requesting university management.

Applicants who anticipate retaining and personally managing fellowship funds must reduce their nine-month FTE to reflect the amount of the award. This will normally result in a reduction in benefit contributions by the university. It is the awardee's responsibility to contact main HR Benefits (<https://hr.ufl.edu/benefits/>) to determine how much the FTE will need to be reduced, and what steps will have to be taken to maintain benefits. Note that faculty who receive fellowship funds directly are responsible for all taxes associated with the funds.

Applicants who anticipate having UF receive and manage the award will normally be able to retain their regular FTE, salary, and benefits. If this option is chosen, the proposal must be processed through the UFIRST submission portal before submitting it to the fellowship-granting agency. Applicants in “Partner Units” (see list below) should contact the CLAS Research Office (resoffice@clas.ufl.edu) for help in complying with this requirement. Other applicants should seek assistance through their home department. Please refer to the CLAS Grant Submission policy 5/2018, shown below, for important deadlines.

Applicants who are notified of an award must provide the award notification letter to Dr. David Pharies within two weeks of notification.

Fellowship awards are not considered an “outside activity” or a “conflict of interest” if UF accepts and manages the award funds. Applicants who receive fellowship funds directly must ask the CLAS Dean’s Office for a determination of whether the award is an “outside activity” and/or a “conflict of interest”.

Chairs and directors should be aware that requests to the dean’s office to fund teaching replacement using salary savings from a fellowship must be accompanied by a detailed justification, including enrollment and curricular information.

Application procedures

The criteria used to determine the level of college support include: (1) the national and/or international scale of the fellowship competition, (2) the amount of sponsor support associated with the fellowship, (3) the duration and timing of the fellowship, and (4) the value of the activity to the faculty member’s research career and to the college. College support will normally not be provided for visiting professorships or for fellowships that are principally for teaching.

In addition to the application form, duly signed by the chair, applicants are asked to append a two-page, single-spaced statement in which they (a) describe the proposed research project, (b) address the four criteria cited above as they relate to the award, and (c) outline any form of in-kind support required of the college by the fellowship-granting agency.

Forms should be received by the college office (addressed to AD David Pharies) no less than three weeks prior to applying for a fellowship. Applicants who fail to meet CLAS submission deadlines and who subsequently receive a qualifying fellowship will not have the option of requesting university management of the funds.

Partner Units

Departments

- Astronomy
- Biology
- Classics
- CLAS Dean's Office
- Geography
- History
- Languages, Literatures & Cultures
- Linguistics
- Mathematics
- Philosophy
- Psychology
- Political Science
- Religion
- Sociology and Criminology & Law
- Spanish and Portuguese Studies
- Statistics

Programs and Centers

- Academic Advising
- Center for European Studies
- William and Grace DIAL Center for Written and Oral Communication
- France-Florida Research Institute
- Center for the Humanities & the Public Sphere
- Center for Jewish Studies
- Land Use and Environmental Change Institute
- Language Learning Center
- Center for Gender, Sexualities, and Women's Studies Research

CLAS Grant Submission Policy 5/2018

Dear Colleagues,

Beginning June 22nd 2018, the UF Office of Research will be implementing a two-day hard deadline for receipt of “**submit-ready**” proposals in UFIRST for external funding. A “submit-ready” proposal includes the completed UFIRST Smartform and all documentation associated with the submission (e.g. scope of work, itemized budget, budget justification, and sponsor forms including guidelines) and SRO submit access to all submission portals. Applications, complete or incomplete, submitted after the UF Office of Research deadline will not be submitted by the central UF Office of Research.

***NOTE: submit-ready**, per the UF Office of Research means that the proposal “is ready for immediate review and submission to the sponsor, with all approvals and permissions provided”.

In response to this deadline, the following will be implemented by CLAS beginning June 15th:

- **Partner Units:** Must contact the CLAS Research Office no later than 10 business days from the sponsor’s or subcontracting partner’s deadline (as entered in UFIRST). All final documents must be submitted to the CLAS Research Office 4 business days prior to the sponsor’s or subcontracting partner’s deadline entered in UFIRST. The ten/four business day deadlines are inclusive of the two-day UF Office of Research deadline. If a proposal fails to meet either of these deadlines, the CLAS Research Office will not guarantee that the proposal will be submitted to the sponsor.
- **Non-Partner Units:** All proposals must receive unit-level approval in UFIRST and arrive for College-level approval at least 4 business days from the sponsor’s or subcontracting partner’s deadline (as entered in UFIRST). The four days are inclusive of the UF Office of Research deadline. For example, if the agency deadline is 3 p.m. on a Thursday, the Office of Research deadline is 9 a.m. on Wednesday. The proposal needs to be received by the Deans Office by 9 a.m. on Monday (two days before the UF deadline). It is the responsibility of the Non-Partner Units to ensure that all proposals are complete, and contain no errors (i.e. are “submit ready”). Inquiries regarding submission deadlines in response to less than 30-day deadlines from program announcement/rolling solicitations should be directed to Beth Eslick (Assistant Director, CLAS Research Office - eeslick@ufl.edu) for partner units and Dr. Brian Harfe (CLAS Associate Dean – bharfe@ufl.edu) for non-partner units. Any proposal containing cost share must be approved by Dr. Brian Harfe.

If a proposal does not meet the above criteria, CLAS will not guarantee that the proposal will be submitted.

Faculty that prepare and submit proposals well in advance of these deadlines will benefit from additional time to address potential corrections/omissions that may be present in the original submission. While this new policy is a shift in culture within UF and CLAS, we will work with faculty and unit leaders to ensure that potential projects are not compromised. We ask that you discuss this policy with your research administrators and collaborate with them as early as possible to strengthen proposals and maximize the probability of funding.

Application for CLAS Fellowship Support

Name:

Department:

Name of fellowship program and granting agency:

Proposed fellowship period (semester or AY):

Amount of salary compensation provided by the fellowship:

Amount of salary, benefits, and in-kind support requested from CLAS during fellowship period:

If awarded, the fellowship will be managed by the university /the applicant . (See above for an explanation of these two options.)

Applicant signature/date

Amount of salary return money requested by department (maximum: 40% of salary savings, subject to justification):

Chair signature/date

College commitment to applicant:

Amount of salary return to department:

Dean signature/date