

C. CAS Support for Fellowship Recipients.

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/Program Director 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 base salary during that period. If the value of the fellowship is more than one-half of the value of the base salary, 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 rates can be found [here](#).) 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. Fellowship funds must first be applied to the portion of the recipient's salary supported by the fellowship and then to the associated fringe benefits. 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, or awards that focus on professional development, 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. *Professional-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. Requests for longer award periods are not encouraged and 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 fellowship or will be required to repay the salary received during the period of the fellowship [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.

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/Program Director.** 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/Program Director using the fellowship notification form available from the CAS Office of Research; see [CAS Office of Research → Policies → Fellowship notification form](#). Scanned copies of this form must be submitted to the CAS Office of Research and uploaded as an attachment to Cayuse.

All fellowship applications must be uploaded into Cayuse (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 Cayuse provides the official record of the CAS salary support and commitment to an off-campus assignment during the period of the fellowship. Please see page 4 for information about submitting application materials in Cayuse.

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 Cayuse, CAS will be under no obligation to recognize the award, to provide supplemental salary support, or to provide an off-campus assignment.

The fellowship award should be paid to UNCG, when allowed by the funding agency, 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/Program Directors

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. This paperwork includes a PD7 to place the off-campus assignment (a second PD7 will be required for a return from off-campus assignment). In cases of externally funded fellowships, the department also needs to do a Job Labor Distribution EPAF, to split the funding between state and grant fund numbers. As noted above, Department Head/Program Directors 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%). See current UNCG benefit rates [here](#).

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 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.

GUIDELINES FOR PREPARING FELLOWSHIP APPLICATIONS IN CAYUSE

Overview

- Applicants (especially those who are unfamiliar with Cayuse) are encouraged to seek assistance from the College of Arts & Sciences (CAS) Office of Research prior to beginning the application (for beginning steps, see [here](#)), as well as during the process of completing the submission in Cayuse SP. Additional help information for Cayuse can be found [here](#). A [Cayuse SP User Guide](#) is also available.
- All fellowship applications must be submitted in Cayuse SP – 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 Cayuse 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 begin a Cayuse submission as soon as they know they will be applying for a fellowship. However, applications should be submitted in Cayuse by the PI no later than five 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 Cayuse does not mean that it is being submitted to the funding agency. It simply means that the information in Cayuse 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 Cayuse 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 CAYUSE APPLICATION

Please keep in mind that the information required in Cayuse 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 Cayuse. Training is also offered [here](#).

***Detailed instructions on how to enter your information for a new proposal into Cayuse are available in the Cayuse user guide, [here](#).

The CAS Office of Research is available to help faculty with fellowship proposals! If you need assistance with Cayuse, with your budget, with questions, etc., please contact Eduardo Munoz at 336-256-0497 or e_munoz3@uncg.edu

Appendix: Sample Budget Justifications for Cayuse Applications

In order to facilitate review of fellowship proposals, investigators are required to upload a budget justification document as an attachment in Cayuse. This appendix provides a description of the information needed for the justification and examples.

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 Cayuse:

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 cost on the \$40,000 salary covered by the fellowship (based upon a 45% rate) is \$18,000. 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 (\$58,000). The investigator would attach the following budget justification statement in Cayuse:

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 \$18,000) 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 (\$58,000). 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 Cayuse:

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 45% rate) are

\$9,000. 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 (\$29,000).

The investigator would attach the following budget justification statement in Cayuse:

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 \$9,000) 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 \$18,000) 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 \$18,000) 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