

## Fellowship Applications

### Applying for a fellowship

Fellowship applications need to be routed through the Department of Chemistry and Office of Sponsored Research prior to submitting your application to the agency. The grant proposal specialist will assist you in putting together and the routing package. You will need to provide him/her with at least the following:

- The application
- The instructions (FOA, guidelines) for the application, including the instructions on how the money needs to be allotted when awarded
- An abstract
- A budget and budget justification

These are needed to complete the Internal Processing Form, the Secondary Page and Appendix A (if needed). These additional forms are routed with your application through the Department of Chemistry and Office of Sponsored Research.

### **Very Important**

If the agency gives the option of having the monies sent directly to you or channeled through the institution, you need to opt for the money to be channeled through the institution. This is to prevent a possible lapse in your health insurance and/or an inaccurate paycheck.

### Disbursement of funds

A majority of fellowships provide stipends. Be aware that the dollar amount of the stipend is PRE tax (where applicable) and PRE insurance premiums. The source of your salary is required to also be the source of your fringe benefits. If after these deductions are met your stipend falls below what you were earning previously (gross pay), the department will work to have the fellowship stipend supplemented with funds awarded to your PI.

Once you have been notified that you have been awarded the fellowship, you need to let either Nancy Ray or Karen Gillian, and your PIs support person know so the appropriate changes can be made in payroll.

Your fellowship (once awarded and monies received by the Office of Sponsored Research) will be assigned an account number for you to use (if allowable by the fellowship) when purchasing supplies, going on trips etc. Your PI's support person can assist you in tracking your spending by providing you with monthly reports, but you need to be responsible for the spending of these funds.