

**University of Florida - College of Liberal Arts and Sciences**  
**Faculty Fellowship Policy**  
August 30, 2024

Replaces: CLAS Faculty Fellowship Policy (effective July 24, 2024; revised August 15, 2024)  
CLAS Fellowship Submission Policy (effective November 2020; revised April 2021)

CLAS encourages its faculty to seek external fellowships that promote their research and enhance their academic credentials. As prevailing budgetary conditions allow, the college intends to provide salary support and teaching release to allow faculty to accept major research fellowships awarded by well-known national and international sponsors. This policy document describes fellowship application procedures and the management of fellowship awards. It is designed to clarify the levels of financial support that prospective fellowship recipients can expect to receive from the college. Questions about this policy should be sent to the CLAS Associate Dean for Research (ADR) at [clasadr@clas.ufl.edu](mailto:clasadr@clas.ufl.edu).

### **Definition**

As a general rule, “fellowships” are awards that provide financial support to researchers pursuing individual scholarly or creative projects. This policy covers faculty fellowships for which the application is submitted by, and any resulting award is made to, the individual (in contrast to sponsored projects such as contracts and grants, on which UF formally serves as the applicant and the recipient). Faculty fellowship support may take various forms, including a lump-sum or monthly stipend, a housing allowance, and/or relocation expenses; it generally does not include “facilities and administrative” costs (F&A costs, sometimes termed “indirect costs” or “overhead”) payments to the university. At the end of the fellowship award period, the recipient is usually required provide the sponsor with a general report about the work supported by the award.

### **Application Procedure**

With limited exceptions (see the next section), ***before applying for an external fellowship, a CLAS faculty member must seek and receive college approval by completing a CLAS Faculty Fellowship Approval request.*** This request should be made in the UF InfoReady portal at <https://ufresearch.infoready4.com/#freeformCompetitionDetail/1946746>:

- After logging in using their Gatorlink credentials, the applicant should fill out all required fields on three pages of the online request form, then follow instructions to route the request to their chair/director.
- The chair/director can approve the request as-is, or note concerns and request changes.
- If the chair/director approves, the ADR will determine whether the college approves the request and what level of financial support CLAS will provide the applicant if the fellowship is awarded. The ADR will contact the applicant and/or their chair/director as needed for more information. The applicant and their chair/director will be notified by email of the final disposition of the request.
- To allow time for chair/director and ADR review and subsequent submission of the fellowship application (if approved), the applicant should complete the online CLAS Faculty Fellowship Approval request at least 15 UF business days ahead of the deadline set by the fellowship sponsor.

## Exceptions

Three Fulbright U.S. Scholar Program awards – the **Fulbright Scholar**, **Fulbright Distinguished Scholar**, and **Fulbright Public Policy Fellowship** – are eligible for unique and advantageous treatment at UF, both at the application and award stages. (Caveat: this treatment is available only if the award duration is a full semester or more.) After notifying their chair/director that they are applying, applicants should access the “Application Form” button on the UF International Center’s [Fulbright Faculty Support Program page](#). The International Center will forward the application to the Dean’s office for approval; it is not necessary to complete an online CLAS Faculty Fellowship Approval request. Fulbright awards are received on top of salary through the Fulbright Faculty Support Program.

Certain awards with “fellowship” in the title fall into the category of **short-term travel awards** that do not require any advance UF approval. Short-term travel awards are small-dollar awards (less than \$10,000) made directly to the researcher to support travel, lodging, and/or incidentals in support of research at a specific repository, archive, or other institution, or participation in a specific research-related event. See the CLAS Faculty Guidance on Short-Term Travel Awards for more details on the characteristics of short-term awards and how faculty should apply for and report on them.

## Award Management

A fellowship award must either be managed by the university or self-managed by the recipient. Please review the detailed explanation of each option below. The terms of some fellowships require university management, others stipulate self-management. When fellowships allow the recipient to choose which form of management they prefer, university management is usually the best practice. It requires an additional step of processing of the fellowship through UFIRST (as described below), but in most cases it simplifies tax treatment of the award and ensures seamless continuity of UF employment benefits.

As part of a CLAS Faculty Fellowship Approval request, the applicant must indicate which management option they will take; **they may not defer this decision until receipt of the award**. Before selecting self-management, applicants are strongly advised to consult the ADR to discuss the implications for pay, taxes, employment benefits, and UF recording of professional activity.

## First Step on Receipt of a Fellowship

Upon sponsor notification that they have been awarded a fellowship, a faculty member should immediately contact the ADR to discuss details about the receipt of the award.

## Fellowship Award Management

The differences and commonalities across university management and self-management of an external fellowship are detailed below. This guidance is intended for faculty on 9-month appointments and applies to many fellowships, but it cannot cover every possible case. To discuss how the guidance may change for 12-month faculty or for a specific award, please contact the ADR.

### University Management of Fellowship Awards

- **Payment Mechanism:** Generally, the sponsor sends the fellowship stipend to UF, which disburses the funds to the recipient through the payroll system. In some cases, the sponsor may also pay other costs (e.g., travel, housing, per diem) or provide in-kind benefits directly to the recipient.
- **Stipend Allocation:** In most cases, the college disburses the total fellowship stipend uniformly over the award period. During the Fall and Spring semesters, the recipient receives their regular biweekly pay from UF, but the cost (salary plus fringe) is partially transferred from college sources

onto the fellowship award. Any stipend not disbursed during the 9-month academic year can be paid as summer salary and fringe.

Example: A fellowship offers a total stipend of \$30,000 and runs from January 16 through July 15, thus spanning 4 months of Spring and 2 months of Summer. The fellowship award managed by UF will produce savings for the college equal to  $\$30,000 \times 4 / (4 + 2) = \$20,000$ , realized by charging part of the recipient's Spring-semester salary and fringe directly to the award. The remaining \$10,000 of stipend will be paid out as salary and fringe under a summer appointment for the recipient.

- **Tax Consequences:** Any fellowship funds paid to the recipient as salary are taxed in the same way and at the same rate as state-funded salary would be.
- **Impact on Employment Benefits:** The only effect may be an increase in certain benefits (such as retirement plan contributions) if the recipient receives UF summer salary under the fellowship.
- **Faculty Reporting Impact:** The award will automatically prepopulate the recipient's Tenure, Promotion, and Post-Tenure Review templates.
- **UFOLIO Requirements:** The award is considered an "inside activity" and requires no disclosure in UFOLIO.
- **UFIRST Requirements:** Once the online CLAS Faculty Fellowship Approval request has been approved by the college, ***the application must be entered and approved as a proposal within the UFIRST system. Only when UFIRST approval is complete will the faculty member be authorized to submit their application to the sponsor.***

Who is responsible for setting up the proposal in UFIRST depends on whether or not the applicant belongs to a unit that is supported by the college's Research Office (CLAS RO); click [here](#) to see a list of college-supported units.

- *College-supported units:* CLAS RO will guide the applicant through the UFIRST approval process. The applicant must contact CLAS RO (by email to [resoffice@clas.ufl.edu](mailto:resoffice@clas.ufl.edu)) to begin the UFIRST process at least nine UF business days before the sponsor's submission deadline. There are subsequent deadlines as specified in the CLAS Proposal Deadline Policy linked from the CLAS RO web site. The applicant is expected to be available by email to work with CLAS RO staff throughout the period leading up to final submission.
- *Other units:* Applicants from Anthropology, Chemistry, or Physics should consult department administrative staff for guidance about the UFIRST process, including applicable deadlines. Applicants from any other unsupported unit should contact the ADR.

### Self-Management of Fellowship Awards

- **Payment Mechanism:** The sponsor sends all fellowship funds, including any stipend, directly to the recipient.
- **Stipend Allocation:** Unless the sponsor specifies otherwise, the college deems the fellowship stipend to be earned by the recipient at a uniform rate over the entire award period. The college recoups an amount of salary and fringe equal to the portion of the stipend that covers the 9-month academic year. College savings are achieved by reducing the recipient's UF FTE during the relevant Fall and/or Spring semester(s).

Example: A fellowship offers a total stipend of \$30,000 and runs from January 16 through July 15 of a certain year, thus spanning 4 months of Spring semester and 2 months of Summer. The self-managed fellowship award will pay the full amount of \$30,000 directly to the recipient. The fellowship will be deemed to produce savings for the college equal to  $\$30,000 \times 4 / (4 + 2) =$

\$20,000, realized by the recipient reducing their UF FTE for the Spring semester. Hypothetically, if the recipient's 1.00-FTE salary plus fringe for the semester totals \$37,000, their spring appointment would be reduced to approximately  $(\$37,000 - \$20,000) / \$37,000 = 0.46$  FTE.

- **Tax Consequences:** All or part of the award may be considered taxable income. The recipient is responsible for understanding and acting on any change in their tax position.
- **Impact on Employment Benefits:** A reduction of academic-year FTE (as described above under **Stipend Allocation**), may significantly impact the recipient's UF benefits including retirement contributions and health coverage. The recipient must consult with UF Benefits to understand the consequences of FTE reduction and the options available to maintain certain benefits.
- **Faculty Reporting Impact:** The award will not automatically prepopulate the recipient's Tenure, Promotion, and Post-Tenure Review templates and will need to be added manually.
- **UFOLIO Requirements.** Because the recipient is receiving compensation for work from an entity outside UF, the fellowship will be considered an "outside activity." Recipients need to report and obtain approval for this activity through UFOLIO (<https://coi.ufl.edu/>).
- **UFIRST Requirements:** Applicants planning to self-manage an award do not need to receive approval for their application through UFIRST. Once the online CLAS Faculty Fellowship Approval request has been approved by the college, the applicant proceeds to submit their application to the sponsor.

#### **Shared Features of University-Managed and Self-Managed Fellowship Awards**

- **Salary Savings:** Any amount of the recipient's college-funded nine-month salary replaced by fellowship funds is called the college's "salary savings." These funds return to CLAS, which uses them for various purposes, including covering the teaching of faculty whose fellowships take them out of the teaching rotation. The dollar amount of salary savings is the same regardless of whether an award is university- or self-managed.
- **Effects on Teaching:** Most fellowships disallow teaching during the award period. The college may provide the recipient's unit with funds from salary savings to cover their teaching while on the fellowship. The amount (if any) returned to the department will be determined by CLAS on the basis of demonstrated need.