

SBS Prestigious Fellowship or Award Pre-Approval Form

Last updated January 15, 2025

Applicants and their business manager should complete the first two sections of this form. Then, send the form to their unit head/director for signature. The form should then be routed to SBS Dean's Designee (Jane Zavisca or Jeannine Relly) for signatures.

I. Fellowship or Award Information

Applicant Name: _____

Title: _____

Department/ Unit: _____

Email: _____

Name of Funder/ Sponsor:

Name of Fellowship/ Award:

Link(s) to Sponsor Guidelines:

Proposed Semesters of Leave:

Will the fellowship/award coincide with a sabbatical?

Yes: Specify semesters _____

No

Will the fellowship period immediately precede or follow a sabbatical or other leave?

Yes: Describe _____

No

Anticipated Financial arrangements

The total amount of salary/stipend support provided by the award is \$_____.

Select one

Funds will flow to the UA; a corresponding UAR will be routed for SPS approval.

SBS will fund _____ FTE at a cost (including ERE) of \$_____.

The sponsor will fund ___ FTE at a cost (including ERE) of \$_____.

(If applicable): The sponsor will fund an additional _____ hours of summer supplemental compensation, at a cost of \$_____.

- Funds will flow directly to the faculty member.
 - SBS will fund .50 FTE at a cost (including ERE) of \$_____.
 - The sponsor will fund \$_____, paid directly to the fellow.
- Funds flow will be determined post-award (explain why in comments).

Comments (optional)

Business Manager Name: _____

Business Manager Signature: _____

Date: _____

II. Applicant Acknowledgement

I acknowledge the SBS Prestigious Award Policy, including stipulations on eligibility, matching salary, timelines, and other conditions.

I acknowledge the anticipated financial arrangements as specified by my business manager. I understand these arrangements are based on preliminary information and may be subject to change, pending review of final award terms and conditions upon notification of award.

As per the [SBS Proposal Submission Process & Timeline](#), I have notified my business center and SBSRI staff and will follow their guidance regarding any other requirements prior to submission (e.g. routing of required materials for Sponsored Projects Services approval).

Name: _____

Signature: _____

Date: _____

III. Unit Head/Director Approval

I approve the requested externally supported research assignment, contingent on a successful application and review of final award terms and conditions.

Prestigious award status: Select one of the following:

- This fellowship is on the SBS List of Approved Prestigious Awards Qualifying for Externally Supported Research Assignments. << add link>>
- I affirm that this fellowship/award meets the definition of prestigious awards (provide an explanation in comments section).

Additional Comments (optional):

Name: _____

Signature: _____

Date Signed: _____

III. SBS Dean's Approval

I approve the requested externally supported research assignment, contingent on a successful application and review of final award terms and conditions.

Name: _____

Signature: _____

Date Signed: _____