**Provost Faculty Research & Creative Activities Fellowship Guidelines**

The Provost Faculty Research & Creative Activities Fellowships seek to stimulate fundamental research and creative activity and funds from extramural agencies by proven scholars or scholars of outstanding promise.

These full academic year fellowships are awarded annually to four faculty members in recognition of distinguished performance, who have a unique potential to make substantial contributions in their field, and increase funds from extramural agencies.

***Eligibility Requirements:*** Active tenure track or faculty on continuing appointment may apply for fellowships. Part-time faculty or faculty on qualified rank are not eligible. Faculty may not hold more than one fellowship in a three-year period.

***Nomination and Selection:*** Candidates must submit the following materials to their Dean to be considered for a Provost Faculty Research & Creative Activities Fellowship:

* The Provost Faculty Research & Creative Activities Fellowship Application Cover Sheet
* A letter from the candidate’s department chair officially nominating the candidate and describing his or her qualifications, initiative, research, and potential for successful extramural funding.
* The candidate’s curriculum vita.
* A brief one to two-page statement by the candidate describing immediate research and grant activity plans including expected outcomes.

Fellows are selected on the basis of their research accomplishments, promise for securing extramural funding, the coherence of the proposed project goals, strategies and timetable, and potential to become leaders in the research community at SUNY Oswego.

***Nomination Deadline:*** All nomination materials, including nomination letter, personal statement and CV, must be submitted by the candidate to their Dean’s office **no later than December 1st**.

***Conditions of Award:*** The fellowship is awarded directly to the Fellow in the form of reassigned time from teaching equivalent to 3 credit hours per semester. The fellowship must be used in the academic year following the year in which the fellowship is awarded. The fellowship cannot be deferred.

***Extramural Grants:*** All applicants to the Fellowship Program are required to apply to appropriate extramural agencies that offer funding in their research fields. Research Fellows are encouraged to work closely with the Office of Research and Sponsored Programs (ORSP) for assistance with funding sources, proposal preparation, and timely submission.

***Reporting Requirements:*** The Fellow is required to submit to their Dean a brief (1-2 page) progress report at mid-year (due January 15th), followed by a final (1-2 page) summary report (due June 1st).

**Provost Faculty Research & Creative Activities Fellowship Application Cover Sheet**

This form is available for download at http://www.oswego.edu/administration/provost/forms.html

The fellowship is awarded directly to the Fellow in the form of reassigned time from teaching equivalent to 3 credit hours per semester. The fellowship must be used in the academic year following the year in which the fellowship is awarded. The fellowship cannot be deferred.

Date:\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appt. Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Fellowship Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Eligibility Requirements:*** Active tenure track or faculty on continuing appointment.

***Nomination and Selection:*** Along with this application cover sheet, all nomination materials listed below must be submitted to the Dean’s office **no later than December 1st**. Deans must submit their recommendation to the Provost no later than December 15th.

* A letter from the candidate’s department chair officially nominating the candidate and describing his or her qualifications, initiative, research, and potential for successful extramural funding.
* The candidate’s curriculum vita.
* A brief one to two-page statement by the candidate describing immediate research and grant activity plans including expected outcomes.

***Reporting Requirements:*** The Fellow agrees to submit a brief (1-2 page) progress report at mid-year (due January 15th), followed by a final (1-2 page) summary report (due June 1st).

Applicant signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Department Chair Recommendation:* \_\_\_\_\_\_\_ support; \_\_\_\_\_\_\_ deny; \_\_\_\_\_\_\_priority.

Please forward proposal request to Dean; must attach a brief description of how applicant's duties (teaching, advising, service, etc.) will be covered.

Dept. Chairperson's signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Dean's Recommendation:* \_\_\_\_\_\_\_support; \_\_\_\_\_\_\_deny; \_\_\_\_\_\_\_priority.

Dean's signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Associate Provost for Res. Devel. Admin. Recommendation:* \_\_\_\_\_\_\_support; \_\_\_\_\_\_\_deny; \_\_\_\_\_\_\_priority.

Associate Provost for Res. Devel. Admin.'s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Final Provost’s Recommendation:* \_\_\_\_\_\_\_support; \_\_\_\_\_\_\_deny.

Provost's signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_