

Guidelines for ARHU Fellowship Application Submissions

To ensure our college is complying with ORA's routing and review requirements for grants and fellowships, **effective January 1, 2023, ARHU faculty must submit an [Intent to Submit](#) form for all external Fellowship applications.** The ARHU Grants Team will review each form to determine, to the best of their ability, if the potential fellowship A) must be accepted by the University on the PI's behalf; B) must be accepted by the PI; or C) can be accepted either by the University or by the PI. Routing will be based upon these determinations.

- **Fellowships must be accepted by the University on the PI's behalf** when they utilize support from GAs; include a portion of the PI's salary; make use of University resources; or are required to be signed, certified, managed, and/or received by the University according to sponsor guidelines.
 - These applications must be routed through ORA with all essential application materials—NoFo, budget, budget justification, application portal login credentials, statement of work—entered in KR 8 business days before the fellowship deadline.
 - For opportunities providing a flat fellowship amount, budgets should simply indicate the potential award amount and provide a justification: "This fellowship will support ###% of <<PI NAME>> salary during the fellowship period which will allow them to <<write, research, etc.>>."
- **Fellowships must be accepted by the PI, individually** when the sponsor requires, according to their NoFo or other guidance.
 - These applications cannot be accepted by the University.
 - When the PI wins, they must accept and manage the award personally. Time spent on award must be committed outside of time on UMD appointment.
- **Fellowships can be accepted by either the University or by the PI** when the sponsor permits the choice.
 - Faculty can choose to route their fellowship application and receive their award through the University, or not to route, and to accept the award personally. Faculty are encouraged to make this decision before submitting their application to the sponsor, rather than at the time of the award.
 - When a PI submits an application personally, and does not route before their submission, they may forfeit the ability to receive their award through the University should they change their mind after winning. Some application portals have certifications that, once accepted by the PI, prohibit transferring the application to UMD. The PI must carefully review all certification statements, and ensure they do not make any commitments on behalf of the university, or beyond their capacity as an individual recipient (to avoid legal implications/liabilities for the recipient).
 - If a PI submits an application personally, but upon receipt of the fellowship, decides they would like to accept through the University, ORA *may* deem this transfer possible and initiate a post-routing procedure. Therefore, please retain your complete application, login information, and email communications with the sponsor for post-routing through KR. You will not be able to receive any funds until after the University has completed the post-routing process which can take several weeks from the date of the award.

Chair and Department Involvement: For all fellowship applications, PIs are required to speak to their chairs before submitting. Fellowship applications, like all applications, should be collaborative between the PI and their department—to ensure both are well supported when the award is won.

ARHU Fellowship Policies: When accepting a fellowship individually, if the award period overlaps with the PI's normal workload, College guidelines allow for a partial leave-without-pay and salary will be reduced accordingly. Benefits may be impacted commensurately. Please refer to [ARHU's Policy on Faculty Salary for Prestigious Fellowships and External Grants](#) and speak to your business manager before applying. When deciding between accepting an award individually or through the University, a PI may prefer to accept through the University to avoid receipt of taxable income from another source/state and/or to enjoy support from their department in managing the fellowship's expenses.