



FELLOWSHIP PROPOSAL PROCEDURE

To determine how a fellowship should be processed, the faculty member should contact the UARSC Office of Sponsored Projects and University Office of Research providing information about the fellowship.

The UARSC Director of Sponsored Projects (or designee) and the University AVP of Research (or designee) will review the fellowship application guidelines and recommend whether it should be processed through the University or the UARSC. Fellowships generally go directly to faculty members or are processed through the University for payment to faculty members. In most cases, the UARSC would not be involved in the administration of fellowship awards. However, there may be occasions when a fellowship should be processed through the UARSC.

Final determination regarding the entity to be processing the application will be made by the AVP of Research, VP Finance and Administrative Services and the UARSC Executive Director. For example, this determination will be required for applications that require a fellowship to comply with agency or University guidelines and/or include equipment purchases.

If processed through the UARSC, the fellowship application will be subject to the established procedures for proposal submissions as listed at the UARSC website.

<http://www.csusm.edu/UARSC/gc/proposals.html>