

# UNIVERSITY OF CALIFORNIA, DAVIS

## Hellman Fellowship Program

2017-2018

### Application and Review Process

#### APPLICATION PROCESS

1. Complete the UC Davis Hellman Fellowship Program Application Form (four pages)
2. Attach a recent Curriculum Vitae, including a bibliography of your published work
3. Attach a *Description of the Proposed Project*, written in **lay terms**, that addresses the following three areas. (The *Description* is limited to a maximum of two single-spaced pages with a minimum font size of 12.)
  - a) Proposed research/creative activity, and its importance/relevance
  - b) Proposed methodology
  - c) Expected time frame for funded activities
4. Attach a single *Budget Page* describing how the Hellman Fellowship Program funds will be spent in each of the following categories, along with the total, proposed budget amount. Also list the titles and balances of other research funds that are currently available to you.
  - a) **Equipment/supplies.** Briefly describe how these items will be used in your planned studies.
  - b) **Travel.** Allowable expenses include travel to data collection sites or to a professional meeting where you will present your scholarly work.
  - c) **Salaries and benefits for research personnel.** Describe the titles and duties of individuals who will be participating in the proposed research.

Applicants should consult with their department or cluster HR staff members in preparing this part of their budget!

- Technicians and postdoctoral researchers receive standard benefits. Salaries are commensurate with experience.
- Salaries and benefits for undergraduate students are calculated on an hourly basis, and cannot exceed 20 hours per week during the academic year.
- In addition to stipend and benefits, Graduate Student Researchers (GSRs) hired during the academic year receive prorated fee remission and non-resident tuition (if they are from out of state). Salary scales for GSRs vary among graduate groups, and the salary level within each scale depends on a student's experience. Please consult the business officer within your department or cluster, or contact Tracey Pereida, Academic Personnel Specialist in the Office of Graduate Studies ([tgpereida@ucdavis.edu](mailto:tgpereida@ucdavis.edu)), to ensure that you are budgeting completely and correctly!

d) **Funding for one quarter of teaching release.** Please consult with department or cluster HR staff.

## **REVIEW PROCESS**

A Hellman Review Panel will be appointed to review the applications and make a recommendation to the Vice Provost--Academic Affairs for final decision.

### **Composition of the Hellman Review Panel:**

The Academic Senate's Committee on Committees will be asked to submit a list of 6 faculty members (tenured within the past 3 years) who could serve as panel members.

The chair of the Academic Senate Committee on Research (COR) will be asked to nominate a member as the COR representative to the Hellman Review Panel.

The Vice Provost--Academic Affairs will select a representative from Academic Affairs, who will also serve as Chair of the panel.

### **Final Decision:**

The final decision and announcement of recipients of the Hellman Fellowships will be made in June, 2017 by the Vice Provost-Academic Affairs, based on the recommendations of the Hellman Review Panel.