

**College of Arts & Sciences**  
**Notification of Intent to Seek External Fellowship Support**

This form must be completed by any faculty member in the College of Arts & Sciences who plans to submit an application for an external fellowship that will require them to be placed on leave for all or part of an academic year. It is not required for applications seeking only summer support, for awards that do not require release from departmental responsibilities, or for research grants that will include buy-out of some teaching. (Faculty planning to buy out teaching time on grants should consult with the College Research Office regarding the preparation of their budget.)

This form must be signed and entered into RAMSeS for internal review and approval before the fellowship application is submitted to the funding agency. All fellowship and grant applications must be approved internally, whether or not the funding agency requires approval from UNCG. The RAMSeS application must be completed **at least two weeks the funding agency's submission deadline.**

*If this form is not completed, no financial support will be provided by the College*

Name: \_\_\_\_\_ Department/Program: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title of proposal: \_\_\_\_\_

Name of funding agency (if you are submitting the same proposal to more than one agency, complete a separate form for each application):  
\_\_\_\_\_

Period for which support is requested: \_\_\_\_\_

Support requested from agency: \$ \_\_\_\_\_ Agency submission deadline: \_\_\_\_\_

If the amount of support requested is less than 50% of your academic year salary, check one or more of the following or attach a separate explanation:

- The award will be combined with a University Research Assignment or Junior Research Leave
- I am submitting applications for more than one fellowship
- I will accept partial salary for the period of the award.

\_\_\_\_\_  
Applicant (signed)

\_\_\_\_\_  
Date

The department can accommodate the applicant's absence for the period indicated and any lost teaching can be covered by the amount of salary that will be recouped by the College (typically the total value of the award minus 28% to cover benefits).

\_\_\_\_\_  
Head/Director

\_\_\_\_\_  
Date