UNIVERSITY OF CALIFORNIA, RIVERSIDE
HELLMAN FELLOWSHIP PROGRAM
2013-2014 APPLICATION AND REVIEW PROCESS

APPLICATION PROCESS

1. The APPLICANT completes the UC Riverside Hellman Fellows Program Application Form, with the attachments listed below, and submits the application to the Department Chair for signature and a statement of support by the due date.
   a. A Curriculum Vita including a current bibliography of the applicant’s published work. (All publications since appointment at UCR should have authors delineated in terms of their contribution to the work, and indicate whether the work was done at UCR or resulted from the applicant’s PhD, post-doctoral, or other appointments.)
   b. A description of the proposed project in lay terms addressing the following four areas (limit: total of four single-spaced pages with a minimum font size of 12):
      i. Describe the proposed research/creative activity and its importance/relevance;
      ii. Describe the proposed methodology;
      iii. Describe how the receipt of the Hellman funds will enhance the likelihood of success for the project;
      iv. Describe the impact that the Hellman funds would have on your career development.
   c. A budget page describing how the Hellman Fellowship Program funds will be spent in the following categories including the total proposed budget amount (limit one single-spaced page with a minimum font size of 12):
      i. Salaries (describe the titles and duties of individuals who will receive a salary);
      ii. Equipment (describe how the equipment will be used);
      iii. Travel (if traveling to a professional meeting include meeting name, dates, and location, and state whether you expect to present a paper; or if traveling for other research purposes, include the location, dates and a description of the data to be collected; and
      iv. Other research-related expenditures (describe).

2. The DEPARTMENT CHAIR reviews the application, attaches a statement of support (maximum one page), signs the application cover sheet and forwards it electronically to the Dean’s Office by the due date. The statement of support is an affirmation of the application. It describes why the applicant is worthy of a Hellman Fellowship; it is not a department letter or an evaluation of the proposal.

3. The DEAN reviews the application, signs the application cover sheet, and forwards the application, including the Department Chair’s statement of support, electronically to the Vice Provost for Academic Personnel by the due date at apwebmaster@ucr.edu.

REVIEW PROCESS

A Hellman Review Panel will be appointed to review the applications and make recommendations to the Vice Provost for Academic Personnel. The final decision on recipients of the Hellman Fellowships will be made in May 2013 by the Vice Provost for Academic Personnel, based upon the recommendations of the Hellman Review Panel.

COMPOSITION OF THE HELLMAN REVIEW PANEL

The Hellman review panel will consist of nine tenured faculty selected by the Vice Provost for Academic Personnel from a slate of the eligible faculty from the colleges of Humanities, Arts & Social Sciences, Natural and Agricultural Sciences and Engineering. The Vice Provost also will select one representative from Academic Personnel.

DUE DATES

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<tr>
<th>DATE</th>
<th>WHO</th>
<th>ACTION</th>
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<tr>
<td>Wednesday, February 13, 2013</td>
<td>Eligible Applicant</td>
<td>Submits electronic application to Department Chair and Academic Personnel (<a href="mailto:apwebmaster@ucr.edu">apwebmaster@ucr.edu</a>) by this date.</td>
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<tr>
<td>Monday, February 25, 2013</td>
<td>Department Chair</td>
<td>Reviews application, attaches one page statement of support, signs cover sheet and forwards to Dean’s Office and APO (<a href="mailto:apwebmaster@ucr.edu">apwebmaster@ucr.edu</a>) by this date.</td>
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<tr>
<td>Monday, March 4, 2013</td>
<td>Dean</td>
<td>Reviews application, attaches signature, and electronically submits to VP for Academic Personnel via <a href="mailto:apwebmaster@ucr.edu">apwebmaster@ucr.edu</a> by this date.</td>
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<tr>
<td>Wednesday, March 6, 2013</td>
<td>VPAP</td>
<td>Refers applications to Hellman Review Panel.</td>
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<tr>
<td>Monday, July 1, 2013</td>
<td>Hellman Fellows</td>
<td>Fellowship begins.</td>
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