

Application for a University of Iowa Faculty Fellowship

May Brodbeck Humanities Fellowship (*awarded in the fall of even-numbered years*)

James Van Allen Natural Sciences Fellowship (*awarded in the fall of odd-numbered years*)

Before preparing your application, refer to the online information regarding requirements and deadlines for Faculty Fellowship award applications (note: All links in this document are available via (<http://provost.uiowa.edu/faculty-development-awards-program>):

- [Faculty Development Programs' General Principles](#)
- [Faculty Development Awards Criteria and Review/Evaluation Questions](#)
- [Deadlines](#)

OVERVIEW

The application consists of five parts:

- the [application form](#), which must be completed and submitted online; and
- four documents, to be uploaded via the online system following submission of the application form:
 - prospectus,
 - stipend use statement,
 - summary *curriculum vitae*, and
 - last faculty developmental award report, if applicable.

APPLICATION PROCESS

Application Form

- I. Applicant Information: Review and complete directory / appointment information.
- II. Previous Award Information: Indicate whether you have previously received a Faculty Fellowship, and what developmental awards (with pay) and/or leaves of absence (with or without pay) you have accepted over the past five years.
- III. Proposed Activity / Abstract: Present a clearly stated summary of the content and scope of the project to be accomplished. The abstract must be between 400 and 1,200 characters maximum, including spaces.

Prospectus (maximum 10 pages, double-spaced)

Explain the project in terms that an educated reader from **outside** your field can understand. Specify:

- a. Purpose and significance: Describe the nature and significance of the project, including a clear, concise statement of the objectives for the project and your aims in undertaking it.
- b. Work to be accomplished: Describe specifically what you plan to do during the Fellowship period. Where will you do the work? Identify persons (if any) with whom you will work. Include an estimated schedule for the major steps of your project.
- c. Projected results: What tangible results will your project have, what form will they take, and how and where will you share your results with others (e.g., publication, presentation, exhibition, classes)?
- d. Justification: How will the project contribute to your teaching (be specific with course titles, number of students taught)? How will it contribute to your own scholarly development? How will this project benefit your department, college, the university, and/or society as a whole?

Online Application Instruction Summary:

1. Fill out the [Application Form](#), including the abstract
2. Go to [My Applications and Awards](#) to find your new application-in-progress; use the "**Upload Documents**" link to upload the required documents
3. From [My Applications and Awards](#), click "**Submit as Final**" to submit the completed application materials to your DEO(s)

Stipend Use Statement

Include a budget for how you intend to use the award stipend to facilitate the achievement of your proposed objectives.

Summary *Curriculum Vitae* (2 to 5 pages)

Upload a summary (NOT your complete CV) of your professional employment, duties, and accomplishments. Include a list (selected, if necessary, to keep within the page limits) of your professional publications and creative works, with the correct sequence of authors for joint publications. Include other information relevant to appraising the proposed assignment project.

Last Award Report (if applicable)

Upload a copy of your last UI Faculty Development Award (*e.g.*, Professional Development Award or other developmental award), if any. If you do not have a copy of your previous report or if your last developmental award did not require a formal report, in a maximum of 3 double-spaced pages specify:

- a. the nature and purpose of your previous project(s);
- b. impact on your research direction and the research of graduate students supervised;
- c. follow-up work and funding that resulted from the previous project (be specific with project titles, funding sources, and amounts of grants);
- d. products, exhibitions, performances, and presentations resulting from the previous project (be specific with titles, journals, dates, and so forth); and
- e. academic and instructional benefits attributable to the project (include course titles and number of students taught).