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## Hellman Fellowship Program: Frequently Asked Questions (FAQs)

### What is the Hellman Fellowship Program?

The Hellman Fellows Fund has contributed funds to establish the UC Riverside Hellman Fellows Endowed Fund to provide support and encouragement for the research and creative activities of promising faculty at the Assistant Professor rank who exhibit potential for great distinction in their area of expertise. The purpose of the fellowship is to support research and creative activities that will promote career advancement and enhance the individual's progress toward tenure.

### What is the timeline?

Eligible faculty members are generally notified between January and February and applications are due in April. The awards are announced some time in June and funds are disbursed during fall quarter. For more information and important due dates, please visit the Hellman Fellowship Program information page at: <https://academicpersonnel.ucr.edu/ucr-hellman-fellows>.

### Who is Eligible?

Full-time Assistant Professors (including Assistant Professors of Teaching) in the colleges of Humanities, Arts and Social Sciences; Natural and Agricultural Sciences; Engineering or School of Education are eligible if they have completed at least two but not more than four full years of service by the start of the current fellowship period (ex: for 2024-2025 period, they must have completed at least two but no more than four full years of service by July 1, 2024). In addition, candidates may not be under consideration for tenure at the time the fellowship is awarded and will not be under consideration for tenure while holding a Hellman Fellowship. Faculty who are eligible will be notified and sent an invitation to apply by the central Academic Personnel Office. If you were not sent an invitation and you believe you are eligible, please contact the central Academic Personnel Office at [apwebmaster@ucr.edu](mailto:apwebmaster@ucr.edu). An invitation is required in order to apply.

### If I have a young investigator award or other substantial extramural funding but it is for a very different project or if I applied for a Young Investigator type award or other substantial extramural funding, will I be eligible to apply?

Other past or current funding does not make you ineligible, but may make your application less competitive. Any extramural grant that is substantially larger than the Hellman award (i.e., \$100K+) will reduce preference for your application.

### Can an application be submitted jointly?

Per the rules of the gift agreement, applications for fellowships should be submitted by individual faculty members.

### Where do I send my application?

Please send your completed and signed application to your dean's office. For contact information, please visit the Hellman Fellowship Program information page at: <https://academicpersonnel.ucr.edu/ucr-hellman-fellows>.

### Is the one-month salary limited to 1/12th salary or, for academic year appointees, 1/9th even if paid on a 9/12 pay basis?

The one month salary is based on compensation received for an academic year appointment (9/12) or fiscal year appointment (11/12).

**Will awardees need to negotiate with their department chair the use of the release of their professorial salary, such as for a course release?**

It is important that Fellows continue to participate in teaching and service to their departments and the campus. They may request teaching relief but it's ultimately up to the chair whether or not to support the request.

**What are allowable uses of Hellman Fellowship funding?**

Per the gift agreement, "Awards may be used for any research-related expense, such as research assistants, equipment, materials, conferences, or travel. The award may also be used to pay for up to one summer month of the Fellow's salary and benefits."

**What if all the awarded funds are not spent before the effective date of tenure?**

Per the gift agreement, "Award recipients are required to spend all funds before their proposed effective date of tenure? If upon receiving tenure a Fellow has unspent funds, the remaining balance will be returned to the Office of Academic Personnel for future Hellman Fellows allocation."

**What is the process for requesting an extension and/or budget change for the use of funds?**

Per the gift agreement, "Requests for extensions and/or budget changes are reviewed on a case-by-case basis. Requests should be sent to [apwebmaster@ucr.edu](mailto:apwebmaster@ucr.edu) and should include a brief justification for the request, and the following details:

- how much funding has already been spent, and how it was used
- how much funding remains
- the plan and timeline for expending the remaining funds

**Can childcare expenses be included in the budget?**

Up to 5% of each faculty fellowship may be used to pay for dependent care (child and/or elder care) expenses related to Fellow's research during the award period. Note: Hellman funding may not be used for air fare expenses for a child or childcare provider.