

UNIVERSITY OF CALIFORNIA, RIVERSIDE  
HELLMAN FELLOWSHIP PROGRAM  
2019-2020 APPLICATION AND REVIEW PROCESS

APPLICATION AND REVIEW PROCESS

1. The APPLICANT completes UC Riverside Hellman Fellows Program Application Form, with the attachments listed below, and submits the application to Department Chair for signature and statement of support by **Friday, April 12, 2019**.
  - a. A curriculum vitae including a current bibliography of the applicant's published work with full titles of papers. *(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. Include names of your Postdoc mentor and PhD/MS Advisors. Also provide a list of the students, undergraduates, Postdocs and Staff you have worked with since arriving at UCR.)*
  - b. A description of the proposed project in lay terms addressing the following four areas (page limit: total of four single-spaced pages, exclusive of references, with a minimum font size of 12 point Times New Roman font or 11 point Arial font with 1 inch margins. References should include authors and the title of the manuscript):
    - 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).
  - d. A page that includes the applicant's explanation of initial complement amounts (e.g. equipment, student support, etc.) and number of years for expenditures.
2. The DEPARTMENT CHAIR reviews the application, attaches a statement of support (maximum one page), signs the application cover sheet and forwards it to the Dean's Office by **Friday, April 19, 2019**. Department chairs should address the following questions.
  - a. Is the proposed work cutting edge? Is the proposed work risky?
  - b. Is the publication record typical for the field?
  - c. Provide guidance about the candidate's initial complement. Is a large IC required because the research area is expensive or because a large item of equipment was required?
  - d. Will the Hellman funds provide a new avenue of research that is not supported by the candidate's IC?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 **Wednesday, April 24, 2019** via [apwebmaster@ucr.edu](mailto:apwebmaster@ucr.edu).

## REVIEW PROCESS

Two separate Hellman Review Panels will be appointed to review the applications for 1.) Humanities, Arts & Social Sciences, and 2.) Natural & Agricultural Sciences and Engineering faculty, respectively. Recommendations will then be made to the Vice Provost for Academic Personnel. The final decision on recipients of the Hellman Fellowships will be made in May 2018 by the Vice Provost for Academic Personnel, based upon the recommendations of the Hellman Review Panel.

## COMPOSITION OF THE HELLMAN REVIEW PANEL

Each Hellman review panel will consist of four tenured faculty selected by the Vice Provost for Academic Personnel from the colleges of Humanities, Arts & Social Sciences, Natural & Agricultural Sciences and Engineering and will be drawn from the pool of tenured Hellman Fellows when available.

## DUE DATES

The first two due dates included below are a guide for sending applications to your Department Chair and Dean for timely review and attachment of a letter of support and signatures.

All 2019-2020 completed Hellman Fellowship Applications (that includes the Chair's letter of support and the Dean's signature) that are received in APO by the final due date of **Wednesday, April 24, 2019** will be considered on-time and will be reviewed for consideration.

Please send an email to [apwebmaster@ucr.edu](mailto:apwebmaster@ucr.edu) if you have any questions about the application process or the due dates.

DATE	WHO	ACTION
Friday, April 12, 2019	Eligible	Submits electronic application to Department Chair and Academic Personnel ( <a href="mailto:apwebmaster@ucr.edu">apwebmaster@ucr.edu</a> ) by this date.
Friday, April 19, 2019	Department Chair	Reviews application, attaches one page statement of support, signs cover sheet and forwards to Dean's Office and Academic Personnel ( <a href="mailto:apwebmaster@ucr.edu">apwebmaster@ucr.edu</a> ) by this date.
<b>Wednesday, April 24, 2019</b>	<b>Dean</b>	<b>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.</b>
Monday, April 29, 2019	VPAP	Refers applications to Hellman Review Panel.
Monday, June 10, 2019	VPAP	2019-2020 Hellman Fellows announced.
Monday, July 1, 2019	Hellman	Fellowship begins.