

UNIVERSITY OF CALIFORNIA, RIVERSIDE
HELLMAN FELLOWSHIP PROGRAM
2024-2025 APPLICATION AND REVIEW PROCESS

APPLICATION AND REVIEW PROCESS

1. The APPLICANT completes the UC Riverside Hellman Fellows Program Application Fillable Form along with the four attachments listed below (1a-1d). Once completed, combine Application Fillable Form and the four attachments as a single PDF file. Submit your bundled PDF Hellman application package to your Dean's Office for Chair and Dean signatures by **Monday, April 1, 2024**. *For instructions on how to combine and merge your application documents into a single PDF file, we recommend this [link](#), or contacting your IT unit or your Dean's Office for support. To help facilitate the review of your application package, please make sure to submit one PDF with all the required documents.*
 - 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 or start-up amounts (e.g. equipment, student support, etc.) and number of years for expenditures.
2. The DEAN's Office reviews the bundled PDF Hellman application package for completeness, obtains Chair and Dean signatures on the application cover sheet, and uploads the bundled PDF Hellman application package to Google R'Docs by **Friday, April 19, 2024**.

REVIEW PROCESS

Two separate Hellman Review Panels will be appointed to review the applications for 1.) Humanities, Arts & Social Sciences, and the School of Education 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 June 2024 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, Engineering and the School of Education will be drawn from the pool of tenured Hellman Fellows when available.

DUE DATES

All 2024-2025 completed Hellman Fellowship Applications (that includes the Chair's and Dean's signatures) that are received in APO by the final due date of **Friday, April 19, 2024** will be considered on-time and will be reviewed for consideration.

Please send an email to apwebmaster@ucr.edu if you have any questions about the application process or the due dates.

DATE	WHO	ACTION
Monday, April 1, 2024	Eligible Applicant	Applicant Combines the fillable application form and all attachments as a single PDF file and forwards to Deans' Office. BCOE Cecilia Gonzalez: ceciliag@engr.ucr.edu CHASS Susan Brown: susan.brown@ucr.edu CNAS Joy Salas: joyleen.salas@ucr.edu SOE Jasmine Salas: jasmine.salas@ucr.edu
Friday, April 19, 2024	Dean's Office	Dean's Office Reviews application package for completeness, obtains Chair and Dean signatures, and uploads to Google R'Docs by this date.
Wednesday, May 1, 2024	VPAP	APO Sends Applications to Hellman Review Panel.
Friday, June 14, 2024	VPAP	2024-2025 Hellman Fellows Announced.
Monday, July 1, 2024	Hellman Fellows	Fellowship begins. Funds will be available for disbursement during the fall quarter of 2024-25AY