
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 **Tuesday, March 31, 2026**. *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.

- 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 17, 2026**.

REVIEW PROCESS

Two separate Hellman Review Panels will be appointed to review the applications for 1.) College of Humanities, Arts & Social Sciences (CHASS), School of Education (SOE), School of Business and School of Public Policy (SPP) and 2.) College of Natural & Agricultural Sciences (CNAS) and Engineering (BCOE) 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 2026 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 CHASS, SOE, Business, SPP, CNAS, and BCOE and will be drawn from the pool of tenured Hellman Fellows when available.

DISTRIBUTION OF FUNDS

Funds will be available for disbursement during the fall quarter. Consult with your departmental MSO, FAO or Department Transactor who will assist you with the fund transfer process.

DUE DATES

DATE	WHO	ACTION
Tuesday, March 31, 2026	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 SPP – Jasmine Salas: jasmine.salas@ucr.edu BUSINESS – Ana Kafie: ana.kafie@ucr.edu
Friday, April 17, 2026	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.
Thursday, April 30, 2026	VPAP	APO Sends applications to Hellman Review Panel.
Friday, June 12, 2026	VPAP	2026-2027 Hellman Fellows announced.

Wednesday, July 1, 2026	Hellman Fellows	Fellowship begins. Funds will be available for disbursement during the fall quarter 2026-27AY
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