

As members of a research university, tenured and tenure-track faculty members in the College of Arts & Sciences strive to be researchers and scholars of the highest order, producing innovative research and creative works at the forefront of their disciplines. Fellowships are significant professional accomplishments, and the College intends to support tenured/tenure-track faculty members who receive competitive research fellowships. These guidelines are designed to support faculty members who receive competitive fellowships or other externally funded leaves lasting either one or two semesters (“Fellowships”).

Fall semester prior to leave:

The faculty member should submit a request for salary support via email to the Dean’s Office (Associate Dean for Faculty and Associate Dean for Academic Business Affairs) with a copy to the Department Chair, as soon as possible after deciding to apply for a Fellowship—ideally during the fall semester prior to the academic year in which the leave is proposed. The salary support application should include a link to the fellowship site and indicate whether, and for what period, any salary support is requested. The Dean’s Office will communicate their decision on salary support to both the applicant and the Office of Research and Sponsored Programs. The Dean’s Office reserves the right to limit the amount of salary support provided in any fiscal year.

Two weeks prior to application deadline:

Fellowship applications must be created in Marquette’s grant management system, Quali, at least two weeks prior to the sponsor’s deadline; earlier routing and approval in Quali is encouraged. College support must be approved as described above and recorded in Quali with the grant application. The University’s standard process for routing and approval in Quali prior to application submission must be followed.

Post-award:

If the application results in an award, all related documentation must be sent to the Office of Research and Sponsored Programs for review before any agreement is signed.

Upon return from fellowship:

¹ Financial support will not be considered for applications submitted retroactively. This requirement applies even for fellowships that are awarded to the faculty member and not the institution. Moreover, failure to comply with process outlined above will result in faculty member being ineligible for internal grants for a period of 2 years.

