

## **Valparaiso University Policy on External Faculty Appointments**

Faculty members are encouraged to pursue external faculty appointments or fellowships from public and private sponsors to support their research, teaching, or on-going professional development.

### **Internal Approval Process**

Faculty members are required to work with the Office of Sponsored and Undergraduate Research (OSUR), when developing a fellowship application. If the faculty member is on a visa, the faculty member must also notify the Office of International Programs of the fellowship application to ensure compliance with visa requirements. A Grant Proposal Approval Form (GPAF), final budget, budget justification, and draft project description are required and should be received by OSUR a minimum of ten business days prior to the sponsor deadline. Any cost share commitments should be well documented in the GPAF and budget. Fellowship proposals that are not submitted to OSUR by the ten-business day deadline will not be guaranteed internal approval for submission to the sponsoring agency.

### **Valparaiso University as the Fiscal Agent**

In order to ensure appropriate and continuous faculty salary and fringe benefits and in certain situations to maintain visa status, Valparaiso University must serve as the fiscal agent for the fellowship unless prohibited by the sponsoring agency. Valparaiso University will forego its role as the fiscal agent at its discretion. The fellowship budget request must include all costs for conducting the proposed activities unless the sponsor requires a University match. These costs include, but are not limited to, (1) salary and fringe benefits for the faculty member during the academic year and summer semester as appropriate; (2) salaries and benefits for research assistants; (3) local and national travel; (4) supplies and materials; and (5) equipment. Facilities and administration (F&A) costs must be included in the budget if the sponsoring agency allows them.

### **Fellowships Awarded to the Faculty Member**

Faculty members must submit fellowship proposals in conjunction with a request for a sabbatical, research, or professional development leave. The faculty member's request for a leave must be approved consistent with University policy prior to the faculty member's acceptance of the fellowship.

### **Workload Credit Reallocation**

The maximum workload credit reallocation that a faculty member may request in one academic year period for a single fellowship or combination of fellowships is 24 workload credits. The time period of any single fellowship may not exceed 12 calendar months except in unique circumstances and only with the approval of the faculty member's Department Chair, Dean, and Provost.

The fellowship budget must include the full costs of the faculty member's workload reallocation, including salary and benefits, unless the sponsoring agency requires a salary and benefits match from the University. Reallocation in workload must be approved by the faculty member's Department Chair and Dean prior to the submission of the fellowship.