

**General Timeline and Process for:  
All Residential Awards (those requiring developmental leave)  
(deadlines vary)**

**This timeline applies to all residential awards that require leave from Texas Tech University (see agency websites for details of award, eligibility, current deadlines, and application process):**

**Core Fulbright U.S. Scholar Program (Aug 1):** <http://www.cies.org/program/core-fulbright-us-scholar-program>

Refer to separate document.

**National Humanities Center Fellowships (Oct 15):**

<http://nationalhumanitiescenter.org/fellowships/appltoc.htm>

Applicants will be asked to complete an online application form and to upload the following documents: project proposal, tentative outline of chapters, short bibliography, curriculum vitae, and names and contact information for three references.

**Robert Wood Johnson Foundation Health Policy Fellows (Nov 13):**

<http://www.healthpolicyfellows.org/fellowship.php>

Applicants must submit an online application with the following information:

1. Enter personal and contact information, including the names, phone numbers, and email addresses of three references who have been asked to comment on the applicant's qualifications for the program.
2. 3 reference letters
3. Select a preliminary sponsorship track indicating the source of sponsorship.
4. Following documents: (a) up-to-date curriculum vitae (b) one-page biographical sketch (c) essay on the reasons you want to be an RWJF Health Policy Fellow, including a discussion of your major strengths and qualifications for the program and how this fellowship experience will fit with your career plans (d) essay on a contemporary health policy topic.
5. Finalists will be interviewed in Washington, DC., and will receive details about the remainder of the process upon invitation.

**Getty Scholars in Residence (Nov 1):**

[https://www.getty.edu/foundation/initiatives/residential/getty\\_scholars.html](https://www.getty.edu/foundation/initiatives/residential/getty_scholars.html)

Applicants are required to complete and submit the online Getty Residential Scholar application form, which includes completing an online information sheet, and uploading a Project Proposal, Curriculum Vitae, and optional Writing Sample by the deadline (November). Letters of reference are *not* required for this application.

**Newberry Library Long-Term Fellow (Dec 1):** <http://www.newberry.org/long-term-fellowships>

All application materials must be submitted together electronically through the Newberry Library website. Applicants must complete the Information Webform with attachments of the applicant's Abstract, Project Description, and CV. Letters of reference are submitted by the letter writers, through the Letter of Reference Webform.

## **General Timeline: Residential Awards (those requiring developmental leave)**

**NOTE:** An expedited faculty development leave (FDL) procedure will be used when faculty receive one of the targeted external awards that is recognized by AAU/CMUP/THECB and is supported by internal incentives. This procedure is described here: <http://www.depts.ttu.edu/vpr/award-ops/downloads/FinalExFDLprocedure.pdf>

**September 8 and February 1:** Provost sends Deans, Department Chairs, Center Directors, and faculty members a memo announcing residential awards (maybe along with other external awards) and deadlines.

**As early as possible:** Applicant notifies department chairperson of the desire to apply for an award, and for a developmental leave. Chairperson will notify and get approval from the appropriate dean.

**Deadline minus 16 weeks:** Applicant contacts possible letter writers to ask if they are willing to write strong supporting letters. Applicant includes CV and one-page summary of accomplishments. For those who agree, applicant sends the letter writers links to awards program and criteria, instructions for submission of letter, and a request to notify applicant when letter is submitted. Applicant also asks writers to submit letters 1 week before the agency deadline. Applicant should track these letters until submitted, with reminders to the writers 2 weeks and 1 week before the agency deadline.

**Deadline minus 14 weeks:** Applicant prepares all application materials.

**Deadline minus 6 weeks:** If the agency requires institutional authorization, the application must be routed through Cayuse [www.ors.ttu.edu](http://www.ors.ttu.edu)

**Deadline minus 2 weeks:** Applicant secures any necessary letters from TTU, and reminds letter writers to submit letters.

**Deadline minus 1 week:** All reference letters are due to on-line system. Applicant tracks submissions until complete. If needed, applicant sends letter writers reminders to submit letters by agency deadline.

**Deadline minus 5 days:** If the agency requires institutional authorization, the application materials are submitted to agency by ORS.

**Agency Deadline:** All materials have been submitted to the agency. If the application did not require institutional authorization and thus was not submitted through Cayuse, applicant sends an electronic or paper copy of the application to the Office of Research Services (ORS). ORS enters information into Cayuse to create a permanent institutional record of the application. Applicant also sends ORS a statement expressing intention to apply for a faculty development leave if the award is conferred.