

**2016-2017 Faculty Fellows
Application Process FAQ**

Q: “I was planning on submitting the full proposal on April 11th already, can I go ahead and submit it on that date anyway?”

A: Yes, if you have all the required documents and signatures for the full proposal by April 11th then you can submit the full proposal at that date, but please also include the additional letter of intent as well. But if you do not have all the items and/or required signatures for the full proposal by April 11th, then please just submit the letter of intent by the April deadline and then the full proposal by the May deadline. No matter if you submit your full proposal early (by the April 11th), funding decisions and notifications will not be made until June.

Q: “Do I have to attend all three retreats in person, or could I call in as needed?”

A: You MUST attend all three overnight retreats in person. These experiences are mandatory and required in order to successfully complete the Fellowship program and receive full funding. The first retreat date is set and publicized with the Fellowship Request for Proposals. The remaining two retreats dates are set by the members of the current Faculty Fellows class in conjunction with ICC staff.

Q: “What types of activities go on at the retreats?”

A: The retreats are designed as working sessions for the group project as well as time for the Faculty Fellows class to provide feedback on each other’s individual projects. It is important to note that depending on the group project selected, some work may be required outside of each retreat.

Q: “Can my community partner organization provide the cash match required for the Fellowship?”

A: No, the cash match of \$1,250.00 must be provided by the institution and not an outside source. However, if allowed by your institution, the cash match may be satisfied by a providing a release of time toward the project. This can be done by providing a letter from the department head on letter head indicating that the match dollars are being provided as a release of xx% of time toward the project.

Q: “Can my cash match be provided through release time allowing me to focus on the Fellowship project?”

A: Yes, if allowed by your institution, the cash match may be satisfied by a providing a release of time toward the project. This can be done by providing a letter from the department head on letter head indicating that the match dollars are being provided as a release of xx% of time toward the project.

Q: “Why did ICC add a Letter of Intent to the Fellowship application process?”

A: This change was based on feedback from current and past Faculty Fellows. It will allow applicants to receive initial feedback, based on their letter of intent, while still allowing ample time to gather the necessary documents needed for the full proposal.

Q: “With the changes to the application process, how soon will I find out if I’m selected to become a Faculty Fellow?”

A: Funding decisions will still be made by the beginning of June, with applicants being notified on or before Monday, June 6, 2016.

2016-2017 Application Timeline

- **Letters of Intent Due:** April 11, 2016, 11:59 pm EST
- **Full Proposals Due:** May 9, 2016, 11:59 p.m. EST
- **Award Notification:** June 6, 2016
- **Funding Period Begins:** July 1, 2016
- **Faculty Fellows Retreat (1 of 3):** Thursday – Friday July 28-29, 2016**
- **Funding Period Ends:** May 31, 2017

Faculty Fellows are expected to attend three (3) mandatory, overnight retreats (first retreat is scheduled for Thursday – Friday, July 28-29 2016; other two retreat dates will be set at the first retreat**); meet all agreed upon group and individual project deadlines; participate in monthly conference call discussions; and initiate and respond to electronic listserv discussions.