

## **Application for Sarah H. Moss Fellowship**

### **Applications due by 5:00pm Eastern on May 5, 2023**

All application materials may be submitted electronically as a single PDF file titled LastName\_SarahMoss2023 (beginning with page 3 of this document) to the Sarah H. Moss Selection Committee Chair, [megan.mittelstadt@uga.edu](mailto:megan.mittelstadt@uga.edu), by **May 5, 2023**.

Applicants are encouraged to consult with respective department heads and senior faculty members in preparing proposals to be submitted to the Committee. The Committee reviewing applications for Sarah H. Moss Fellowships encourages candidates to apply for other fellowships before or at the same time they are applying for Sarah H. Moss Fellowships.

- 1) Application form (beginning on page 3 of this document)
- 2) Curriculum vitae
- 3) Plan of study (not to exceed four pages)
  - Section A: Brief description of the plan of study applicant desires to pursue if awarded this fellowship
  - Section B: Applicant's relevant experience and achievements to date
  - Section C: Purpose and aims of proposed study, research, or scholarship
- 4) Itemized budget of the costs of attending the institution/location during the time period indicated. Indicate the amount of total funding which applicant will receive from other sources (grants, travel awards, stipends, etc.). Indicate and total the line items that are being requested from Sarah Moss funding (not to exceed \$10,000).
  - a. **Procedural update, effective July 1, 2020:** Funds requested for the faculty members' own travel and research supplies must be listed separately in the itemized budget from funds requested for partner and dependent travel, childcare, etc. This is because there are two distinct reimbursement procedures for these funds:
    - i. Funds awarded for the faculty members' own travel and research supplies will be reimbursed directly through the (no taxes withheld) upon submission of Travel and Expense statements (OneSource), which must include receipts or credit card statements.
    - ii. Other reimbursements, including funds awarded for partner and dependent travel, etc., are considered taxable income to the UGA employee and are considered "Taxable Travel" and should be claimed for reimbursement using the Taxable Travel Expense Form, here: [https://busfin.uga.edu/forms/taxable\\_travel\\_expense\\_payroll.pdf](https://busfin.uga.edu/forms/taxable_travel_expense_payroll.pdf).
- 5) Letter of support from applicant's department head and/or academic dean indicating applicant's long-term promise as a faculty member at UGA and indicating, if necessary,

that applicant may be given a leave of absence to pursue this plan of study. (May be submitted directly to the committee chair via email, separate from the applicant PDF, if desired.)

- 6) A minimum of two and maximum of five additional letters of recommendation from persons qualified to report on applicant's academic interests and capacities. Applicants are encouraged to submit letter(s) of invitation or support from the proposed host location/institution. (May be submitted directly to the committee chair via email, separate from the applicant PDF, if desired.)

**I. PERSONAL INFORMATION**

Name of Applicant \_\_\_\_\_

Present Title \_\_\_\_\_

Date of First Faculty Connection with University \_\_\_\_\_  
(applicant should be a UGA faculty member for at least one year)

Campus Mailing Address \_\_\_\_\_

**II. LOCATION(S) OF PROPOSED STUDY**

1. \_\_\_\_\_

2. \_\_\_\_\_

**III. LETTERS OF SUPPORT, SUBMITTED SEPARATELY**

Letter of Support (Department Head and/or Academic Dean)

Name(s): \_\_\_\_\_

Additional Letters of Recommendation or Support

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**IV. Recipients of Sarah H. Moss Fellowships are expected to return to the University. Recipients, accordingly, sign below acknowledging that if they do not return, they agree to refund the amount of Fellowship funds received in full.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date