

## **Ruth and Ted Braun Fellowship Program Announcement**

The Saginaw Community Foundation is pleased to announce the establishment of the Ruth and Ted Braun Fellowship Program. The Foundation will award annual fellowships to two faculty/staff for three-year appointments starting January 1<sup>st</sup> following the award announcement. Each fellow will receive supporting grants totaling \$37,500 (\$12,500 per year) during the three year term to recognize and further their scholarly or professional activities. Braun Fellows will be expected to produce a body of professional or academic work for publication or presentation during or at the conclusion of the Fellowship term.

### *Eligibility*

---

Full time faculty and staff of the University may apply for the award.

### *Announcements*

---

Program announcements will be made available by the end of April yearly. Award announcements are expected to be made by the Foundation by the end of October yearly.

### *Reporting Requirements*

---

Each Fellow will submit an annual progress and financial report to the Foundation due December 15. Sponsored Program will assist each Fellow with the report.

If the Fellow is unable to complete the work for any reason, written notification should be made to Sponsored and Academic Programs Support who will notify the Saginaw Community Foundation.

### *Selection*

---

Recipients will be selected based on the following criteria:

- Significant record of publication or other scholarly or professional accomplishments
- Evidence of continued and sustained achievement in teaching and service to students
- Evidence of potential for future scholarly or professional growth
- Quality of ideas and likelihood of successful completion of the project proposed for fellowship support
- Potential benefits to SVSU from the proposed project
- Clarity of the proposal.

### *Funding*

---

Funds may be used for research expenses, equipment, travel, staff support, release from regular duties, undergraduate and graduate student support, collaboration with faculty from other institutions, and other related support. Expenditures will be consistent with the applicant's Fellowship application and proposal and subject to approval by the University. The Braun Fellowship endowment will be held as an agency fund by the Saginaw Community Foundation.

*Application Due Date*

---

The deadline to apply to the Fellowship Program is September 15 of each calendar year or the next business day should the date fall on a weekend. Late applications will not be accepted and will be returned to the applicant. The Foundation is not responsible for lost or damaged application materials. Applications must be postmarked by the U.S. Post Office or dated by a commercial carrier on or before the application deadline. Applications will be evaluated as submitted.

Submit one **electronic** copy to Sponsored Programs. Saginaw Community Foundation reserves the right to retain a copy of application materials for archival purposes and its permanent record.

Sponsored Programs will assist in making copies of the applications and sending the completed applications to:

Saginaw Community Foundation

100 S. Jefferson, Suite 201

Saginaw, MI 48607

phone: (989) 755-0545

email: [info@saginawfoundation.org](mailto:info@saginawfoundation.org)

Office hours: Monday – Friday, 8 a.m. to 5 p.m.

## **Ruth and Ted Braun Fellowship Application Instructions**

Proposals are due to the Saginaw Community Foundation by September 15 yearly. Faculty and staff should submit their materials to Sponsored Programs one week prior to the deadline to allow sufficient time for the transmittal review and approval process. Submit single-spaced 6 page proposal one sided only. Use 11 point font with 1” margins. Include the project name in the footer with page numbers.

---

### **Cover Page should include the following:**

Title, First Name, Last Name

Position Held:

SVSU address:

email address:

phone number:

Project Title:

Field of Study:

Project Abstract: (limited to 500 words that includes who, what, where, when and why)

Submission to the Internal Review Board (if applicable)  Yes  No

Start date of project: January 01, 2010      End date of Project: December 31, 2012

---

### **Application narrative should include the following:**

Use these headers for each section.

1. Description of the proposed project and activities.
2. Description of benefits to faculty, community, and the University.
3. Description of the professional or academic work for publication or presentation.
4. Budget supporting project proposal.\*

*\*Note:* Funds awarded may include faculty time, travel, and other research expenses and should be adequate to carry out the proposed scope of work. Other University funds are not available to support this project.

---

### **Attachments should include the following:**

Curriculum Vitae (limit two pages)

Letter of Support from Dean or Supervisor (one page)