

Institutional Challenge Grant Mid-Career Fellows: Budgeting Questions

The Institutional Challenge Grant provides funding for two years of a full-time equivalent fellowship. In addition, universities are required to fund one additional year of a full-time equivalent fellowship. Fellowships may be allocated in different ways, for example, by appointing one individual fellow for three years, or three different fellows each for one year, or six half-time fellows for one year each, etc. The minimum appointment level for a fellow is half-time for half of one year. The Institutional Challenge Grant provides for 2 years of FTE, and the university for 1. For calculation use the percentage of effort to cover the salaries (e.g., 50% of time).

Applicants should use the budget justification document to explain how they will allocate funding to the mid-career fellows. Below are de-identified examples of how different successful applicants have described their plans:

Personnel—Fellowships

Describe the function(s), cost, base salary, and percentage of time for all staff supported by fellowships that are included in this budget request. If this proposal is a request for partial support for a project, indicate both the total percentage of time the person(s) will work on the project and the percentage of time for which William T. Grant Foundation funding is requested.

(For the Institutional Challenge Grant only, also describe how the research institution will provide in-kind support of a mid-career fellow for the equivalent of a one-year, full-time term. Provide the estimated amounts of time and funds associated with the in-kind fellow. The funds should not be included in the overall proposed budget.)

EXAMPLE ONE

The grant will support 3 fellows: two from the university and one from our public agency partner. The university fellows will both be half-time fellows for Years 2 and 3 of the grant, allowing them to have a sustained and stable relationship with our

partners throughout the period in which we will carry out research activities. Our public agency partner will provide the university researchers with a working space in close proximity to the practice fellow for one day per week to ensure accessibility and regular and timely communication across the partnership.

We have budgeted .25 FTE for Fellow One from the grant. This will be matched by one course release each semester and reduced service expectations to ensure 50% of Fellow One’s time is devoted to this grant. (Year 2 cost to the grant including fringe: \$40,000; Year 3 cost: \$42,000)

We have budgeted .25 FTE for Fellow One from the grant. This will be matched by one course release each semester and reduced service expectations to ensure 50% of Fellow Two’s time is devoted to this grant. (Year 2 cost to the grant, including fringe: \$38,000; Year 3 cost: \$38,750)

The public agency fellow will lead change within the district as it relates to research use. This mid-career professional (8-20 years of experience) will be recruited and hired during the planning period based on a comprehensive needs assessment to identify the specific expertise required for successful program implementation. The responsibilities of the practice fellow will include helping each department use data in new ways and create opportunities for school-based data generation. The practice fellow will also create infrastructure that will allow research use to be sustained beyond the conclusion of the proposed project. This position enhances the partner’s long-term capacity for evidence-based practice and ensures sustainable implementation of improvement science methods beyond the grant period. The \$85,000 salary estimate reflects an estimate of the starting salary for the fellow position with required expertise. (table indicates 50% salary coverage in years 2 and 3).

	Research Fellow 1	Funding Source	Research Fellow 2	Funding Source	Policy / Practice Fellow	Funding Source
Year 1	n/a		n/a		n/a	
Year 2	.5 FTE	grant (.25)+ uni (.25)	.5 FTE	grant (.25)+ uni (.25)	.5 FTE	grant
Year 3	.5 FTE	grant (.25)+ uni (.25)	.5 FTE	grant (.25)+ uni (.25)	.5 FTE	grant

EXAMPLE TWO

The university fellow will serve as project leader of the research design, serving as a 50% FTE Fellow in years 1 and 2. The university will provide support through two course buyouts (\$30,000), which reduce the fellow’s annual teaching load by 50%. The

fellow will also earn one summer month salary in both years 1 and 3 and 1.5 summer months salary in year 2. Their annual salary is \$105,000.

The public agency fellow will serve as a 50% FTE Fellow in years 1 and 2. As such, they will receive 50% salary replacement support during both years. Their annual salary is \$130,000. We will subcontract with our partner agency to cover this salary support with grant dollars.

The university match for an additional one-year FTE of Mid-Career Fellow will be fulfilled by the Center, which commits to providing this support through its unit budget, in-kind resources (such as course buyouts), or through additional grant funding that can be appropriately leveraged for this project. This additional year of a fellow could extend one or both of the identified Mid-Career Fellows. Alternatively, the additional one year of fellow support could fund a new fellow from the Center, another university unit, and/or another partner agency. Regardless, this additional one full-time equivalent year of a fellow with expertise in policy-relevant research and community engagement will be instrumental in advancing the goals of the partnership.

	Research Fellow 1	Funding Source	Research Fellow 2	Funding Source	Policy / Practice Fellow	Funding Source
Year 1	n/a		n/a		n/a	
Year 2	.5 FTE	grant (.25)+ uni (.25)	.5 FTE	grant (.25)+ uni (.25)	.5 FTE	grant
Year 3	.5 FTE	grant (.25)+ uni (.25)	.5 FTE	grant (.25)+ uni (.25)	.5 FTE	grant

EXAMPLE THREE

Fellow – Year 1:

The university will fully fund the teaching release of the Year 1 Fellow. The cost of the full-load teaching release of the fellow is \$25,000 + 24 percent fringe benefits rate (\$6,000) (1.5 courses per year). The fellow will dedicate all teaching release time and 50% of their research time to the partnership projects. Total cost: \$31,000.

Fellows – Years 2 and 3:

The university is seeking financial support for the teaching release of university-based Fellows in Years 2 and 3. We are requesting the cost of teaching replacement of four (4) courses per year (full teaching load in the Department) with adjunct instructors @ \$12,000 per course, totaling \$48,000 for each of Years 2 and 3, plus fringe benefits (see Fringe Benefits section). Total funding request: \$96,000.

In addition, the Department and the Faculty of Arts and Sciences have committed to support additional costs that may be necessary to support the hiring of more specialized staff to replace teaching of university-based Fellows, for a maximal amount of \$44,000.

	Research Fellow 1	Funding Source	Research Fellow 2	Funding Source	Research Fellow 3	Funding Source
Year 1	1.0 FTE	uni	n/a	n/a	n/a	n/a
Year 2	n/a	n/a	1.0 FTE	grant	n/a	n/a
Year 3	n/a	n/a	n/a	n/a	1.0 FTE	grant

EXAMPLE FOUR

The university mid-career fellows will be involved in every aspect of the research projects proposed in this grant. The fellows will work closely with the community partner agency to gain first-hand experience in how to implement programming and how to craft research agendas and products that are relevant to the community.

The grant will fund two part-time university fellows during year 1 and year 2. For the institutional match, the university will fund the fellows part-time during year 3 of the grant. The grant also includes 5% of one the fellow’s time during the initial six-month planning period. (There will also be one part-time fellow each year of the grant at the community partner agency; the latter is included in the subcontract budget.)

Tenure-track faculty effort allocation is 50% research and 50% teaching. The 50% teaching effort constitutes 3 courses per year. The budget buys out of half of the fellows’ teaching loads in years 1 and 2 of the grant, which is equivalent to 1.5 courses per year or 25% of total effort allocation. The other 25% of effort allocation dedicated to this project will come from the university-funded research effort allocation. Together, the 50% teaching reduction and allocation of 50% of university-funded research time to this project equals 50% of total time devoted to the project in Year 1 and Year 2 of the grant.

The university will provide the institutional match portion of this grant in Year 3 in the following way: 1) The Center, housed within the College, has agreed to provide funds that constitute 25% of the fellow total annual effort during Year 3. This matches the amount of total annual effort that the grant is paying for the fellows during years 1 and 2 of the grant. The other 25% of effort allocation dedicated to this project will come from fellow research effort that is funded by the college. Together, these two sources will equal 50% of total time during Year 3 of the grant. Combined with the 25% of time that the college will contribute in Years 1 and 2 of the grant, this totals the equivalent of one year of full time support.

	Research Fellow	Funding Source	Policy / Practice Fellow	Funding Source	Fellow 3	Funding Source
Year 1	.5 FTE	grant (.25) + uni (.25)	.5 FTE	grant	n/a	n/a
Year 2	.5 FTE	grant (.25) + uni (.25)	.5 FTE	grant	n/a	n/a
Year 3	.5 FTE	uni (.5)	.5 FTE	grant	n/a	n/a

Additional FAQs

Can a partner agency provide the FTE match for the mid-career fellow?

No, the match should come from the university.

Can the university fund the fellow through other external grants?

Yes, as long as the other funding agency is aware of this, and the fellow can devote 50% of their time to the partnership during their period of commitment.

If our university faculty have 9-month contracts, do we calculate the institutional match as 9 months = 1.0 FTE or should we use 12 months = 1.0 FTE?

You may use the 9-month calculation. Grantees often allocate some portion of the budget to cover summer salary.