



## FACULTY FELLOWS PROGRAM APPLICATION PROCESS FAQ

**Q: Why did Indiana Campus Compact add a Letter of Intent to the Fellowship application process?**

A: This change was made during the 2016-2017 application process and was based on feedback from the Program alum. It has allowed 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: May I submit the full proposal with the letter of intent on its due date?**

A: Yes! If you have all the required documents and signatures for the full proposal by the letter of intent due date, you may submit your letter of intent AND the full proposal at that time. Funding decisions and notifications will be made in keeping with the timeline regardless of early submission.

**Q: How soon will I find out if I'm selected to become a Faculty Fellow?**

A: Funding decisions and notifications will be made in early June.

**Q: Who reviews the applications?**

A: All applications are peer-reviewed by a committee of Faculty Fellow alum.

**Q: Am I required to attend all 3 retreats in person, or could I call in as needed?**

A: Yes! You MUST attend all 3 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 should I expect to do 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, additional work will be required outside of each retreat.

**Q: Besides the mandatory retreats, what are the other expectations and requirements for successfully completing the Program?**

A: Fellows are expected to participate in monthly conference calls (times to be agreed upon by each Fellows cohort); work with your class of Fellows to design/develop a research or creative project aimed at advancing the field of service-learning and community engagement; teach one service-learning course within the program year; meet all individual project and group project deadlines as agreed upon; initiate and respond to group email communication; and complete a mid-term and final report.

**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 your institution and not an outside source.

**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 institutional letterhead, indicating that the match dollars are being provided as a release of xx% of time toward the project.