



Office of Research  
Collins Hall, Room B33

[www.fordham.edu/academics/office\\_of\\_research](http://www.fordham.edu/academics/office_of_research)

## *Guidelines for Drafting the Narrative for a Faculty Fellowship*

- Length:** No more than 1500 words (not including bibliography)
- Style:** Must be sufficiently specific, detailed and scholarly to satisfy reviewers from within your discipline, but clear, concise and accessible enough to be understood by the majority of reviewers *who will be from outside your discipline*.

*Organize the narrative with the following section headings:*

- Abstract:** One paragraph (<100 words) describing your proposed project, including:
- a clear and concise statement of topic/problem presented
  - stage of research to date
  - scope of work to be performed
  - timeline for execution of entire project, should your fellowship be awarded
  - expected outcome(s) (e.g., monograph, scholarly article, larger grant or external fellowship application) If expected outcome is to complete a portion of a larger endeavor, please provide a brief explanation of that endeavor and how the fellowship project will contribute to it.
- Background:** Detail how the above described project is related to your own and other individuals' scholarship in the field. (Reference to your bibliography is appropriate).
- Contribution & Method:** Explain how the project will advance will advance scholarship in your field as well as any further impact it may have across disciplines and/or in direct application. Consider including:
- research methods and materials
  - past, current or proposed collaborations
  - elaboration of scope and stage of work
  - any form of external support for this project that you have received, applied for, or for which you intend to apply.
- Conclusion:** Make a concise argument for:
- the importance of the proposed project to your career development, the advance of scholarship, and the research community at Fordham
  - the necessity of a fellowship at the proposed time to enable this project's successful completion
  - your proven track record to provide the expected outcomes stated in your abstract
- Bibliography:** This section is not to be an exhaustive bibliography. Rather, list your own publications that are relevant to this project and the essential titles or materials of other scholars upon whose work you will either build or to which you seek to present alternatives.

***Know your Audience:  
How the Faculty Fellowship Narrative will be Reviewed***

**Office of Research**

- on-time and complete application
- applicant eligible under University Statutes
- Summary Report filed from prior Fordham Faculty Fellowships or Research Grants

**Department Chair** (receives applicant materials from Office of Research)

- Appraisal (written comments) of the proposed project in terms of:
  - its suitability for the applicant's professional development
  - the applicant's ability to accomplish it in the time requested
  - importance to the department
- Statements regarding departmental considerations for leave of absence
- Priority ranking (from highest recommendation to not recommended)
- Relative ranking of all proposals within the department

**Dean** (receives applicant materials and Chair's review from Office of Research)

- Appraisal (written comments) of the proposal in terms of its ability to:
  - advance scholarship in the discipline(s) involved
  - contribute to Fordham's teaching and research community
- Statements regarding school considerations for leave of absence
- Priority ranking (from highest recommendation to not recommended)

**Faculty Fellowships Advisory Committee** (appointed from across all disciplines representing all schools of the University, anonymous, changes annually)

Makes recommendations to Provost based on the members' initially independent, and, subsequently, collective review of the applicant materials and the Chair and Dean's reports. These reviews are based on the following issues:

- Clarity and completeness of the description of the proposed project.
- The relationship between the proposed project and his/her current scholarship.
- Competence of the applicant to undertake the project proposed for the fellowship period.
- Evaluation of the scope of work the applicant proposes to complete for the fellowship period requested given the current stage of the project.
- The likelihood and quality of the scholarly outcome (usually, external support in the form of a grant or fellowship and/or publication) from the fellowship project proposed.

**Provost** (receives all materials and recommendations from chair, dean and FFAC)

**University President** (receives, reviews and decides upon Provost's recommendations)