

Office of Sponsored Programs (OSP) Fellowship Guidance

What is a Fellowship? – See the [UMBC Graduate School Definition](#), which also includes a list of internal and external Fellowship opportunities.

Fellowships are awarded to UMBC or directly to the individual (Faculty, Graduate Student, Undergraduate Students, or Staff Employee). Routing is required for Fellowships awarded to UMBC, like any other sponsored proposal. We encourage you to work with your Business office to request Fellowships be awarded to UMBC whenever allowed by the sponsor. UMBC does not track Fellowships to the individual in our Research and Creative Achievement, or financial systems.

According to [2 CFR 200 \(Uniform Guidance\)](#), as well as UMBC's federally negotiated Facilities and Administrative [\(F&A\) Costs Rate Agreement](#), fellowships are exempt from F&A. As such, there is no need to route for approval an F&A waiver form for Fellowships.

Some Fellowships may require that UMBC afford costs/funds that will not be borne by the Sponsor. Such costs, in this instance, could be categorized as **internal commitments**. UMBC might need to provide an internal commitment for portions of salary, fringe or other costs associated with the scope of the work which are deemed to be necessary for the completion of the Fellowship.

NOTE: The Office of Sponsored Programs (OSP) will not track these internal commitments that are required for Fellowships in Quali Research (system-of-record). However, the Unit shall submit clear, designated, and categorized documentation of such internal commitments on the **INTERNAL Budget Justification** that must be provided and attached in Quali when the proposal is routed to OSP. Please use the following "Budget Justification for Fellowships Template" when formulating and finalizing the Justification: <https://umbc.app.box.com/file/1159426836915>

One important note when reviewing the [UMBC Faculty Handbook Section 11.1 UMBC Policy on Fellowship Leave](#). Routing of Fellowships Payable to Faculty Members - The UMBC Faculty Handbook states, "In order for a faculty member to qualify for Fellowship Leave, the fellowship or grant proposal must have been submitted through the Office of Sponsored Programs (OSP) Administration even if the proposal does not require an institutional signature. This will allow the office to record the fact that such a proposal has been submitted and to record also if and when an award is made." - (Section 11.1.2 UMBC Faculty Handbook). This section of the Faculty Handbook has created confusion since OSP does not track fellowships not payable to the institution. This is consistent with how our sister USM institutions handle such fellowships. We encourage where possible fellowships be payable to the institution as it ensures compliance with any terms and conditions of the sponsor and allows for tracking through OSP, Quali, and the Office of Contract and Grant Accounting. Any fellowship payable to the institution must be submitted to OSP at the proposal stage through Quali. [See OSP MyUMBC posting](#) from January 6, 2022.

Therefore, fellowships payable to the individual should not be routed through or provided to OSP. The Office of the Vice President of Research has requested the language in section 11.1.2 of the UMBC Faculty Handbook be clarified