

Appointing Fellows through the Research Foundation

Non-Clinical Fellowship Appointments



Definition

RF Definition of a Fellow: Nonwage payments in support of the recipient's academic study or fellow-initiated research and in recognition of the recipient's promise as a research or teaching scholar. Fellowship awards administered by the Research Foundation on behalf of SUNY are for scholarly study or research by faculty members, postdoctoral scholars, and undergraduate and graduate students at a SUNY campus or at other locations in conjunction with SUNY academic programs.



Who's Eligible

Faculty or Postdocs- This refers to faculty or postdocs that have written grant applications that were funded for a project.

This would include a postdoc that received a F32 award from the NIH or a fellowship from an agency such as American Cancer Society.

Graduate or MD/PhD Students: This refers to those that write funded applications for a fellowship. Recipients of a NIH F31 (predoctoral) or F30 (MD/PhD) award would be classified under this category.

Undergrads and Medical students: Students that apply for a competitive award or program and are accepted would be eligible. This would include medical students or undergrads who are awarded a summer research fellowship.

Who's Not

Postdocs: Postdocs without grant support are not eligible and may be hired as employees.

Students: Individuals who are in between degree programs or recent college graduates usually would not be eligible.

Employees: Fellows are not employees. Fellows are scholar recipients.

Advantages

Fringe Rate: There is no fringe rate since fellows are not considered employees.

Educational Component: To be classified as a fellow there must be an educational component to the experience, which is advantageous to the fellow.

Disadvantages

Benefits: Since they are not employees there are no benefits such as health insurance, retirement, social security, unemployment, etc. Fellows on certain visas must maintain some health insurance. No tax is withheld for US citizens. Fellows may be responsible to pay estimated taxes on a quarterly basis and should consult with a tax expert.

Set Duration: Must be for a set period of time which is usually defined by the award.

Hours: Fellows are not considered employees. They can have no set hours or service requirements for payment of the fellowship.

Process

[Campus Policy Number: CAMP B-18]

Complete Fellowship Appointment Questionnaire (Attached to Policy)

Leave at least two weeks time for review and processing

[If the fellow will require non-immigrant J-1 status, submission to the Dean of the College of Graduate Studies should be at least 6 weeks prior to start. The requesting department must contact the Graduate Medical Education Office at 464-5861 to also complete a Request for Form DS-2019]

Attach Biographical Sketch or CV with copy of Training plan from application or grant to Questionnaire

Submit Questionnaire and Attachments to:

Office of Postdoctoral Affairs, Room 3114, Weiskotten Hall for approval by the Dean of the College of Graduate Studies

If Fellowship Appointment Questionnaire is approved, Project Director's Department completes online Academic Fellowship Appointment Form through Self-Serve/Applications/RF Forms, attaching pdf of approved Fellowship Appointment Questionnaire. If the fellowship appointment is denied, the Dean of the College of Graduate Studies will notify the requesting department, who may wish to contact Human Resources to discuss other options, if available.

Once online Fellowship Appointment Form is approved by PI and Accounting, Research Payroll will alert the Dean of the College of Graduate Studies that online Academic Fellowship Appointment Form is ready for his approval.

After completion of all steps, the requesting Department must send the incumbent to the Human Resources Department to complete required paperwork, and then Payroll to obtain an I.D. badge.

Questions? Please contact the Office of Postdoctoral Affairs, under the College of Graduate Studies, at 4-4542.