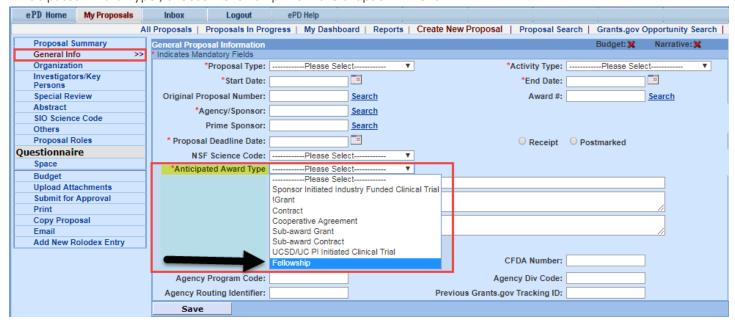# Step-by-Step: Fellowships

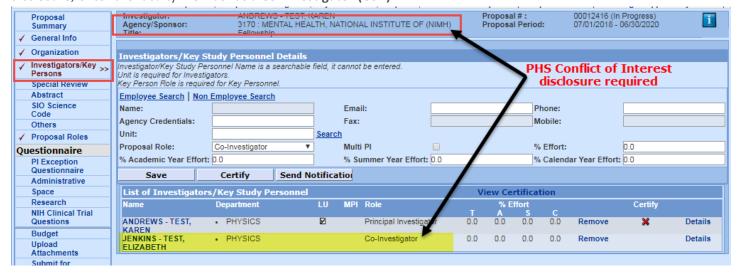## STEPS FOR ENTERING FELLOWSHIPS IN EPD

General Info Screen: On the General Info Screen, begin by entering all the required information. When selecting the 'Anticipated Award Type', choose 'Fellowship' from the dropdown menu.
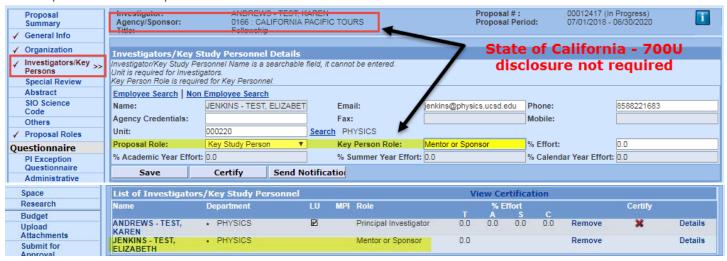

Investigator/Key Person Screen: The proposed 'fellow' will be entered as the Principal Investigator (PI) on all Fellowship Proposals. The faculty member overseeing the 'fellow' will be entered as a Co-Investigator (Co-I) **OR** as a Key Study Person with a description of mentor or sponsor, based on the Agency/Sponsor providing the fellowship funding.

NOTE: If you are unable to find the Fellow within EPD, a Department Sponsored Affiliate account may be required. Please review the Adding non-UCSD Employees to Coeus EPD SOP and then work with your departmental DSA to request this account. If you are unsure who your DSA is, please use the DSA Lookup Tool.

Co-Investigator (Co-I): If the Agency/Sponsor providing the funding requires a PHS or 9510 Conflict of Interest disclosure, enter the faculty member as a **Co-Investigator (Co-I).**
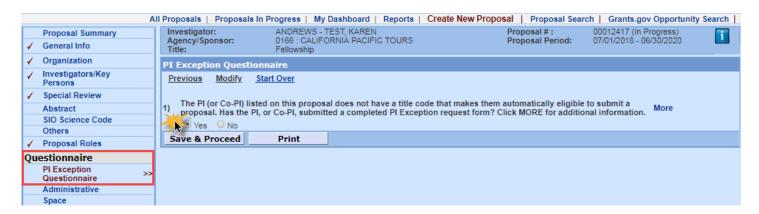
Key Study Person (Mentor/Sponsor): If the Agency/Sponsor providing the funding is non-federal, enter the faculty member as a **Key Study Person** with **Key Person Role** of **'mentor'** or **'sponsor'**. A 700U Conflict of Interest disclosure is **NOT** required for fellowships.

Departments will be required to enter a special review line in EPD for 700U sponsors. The SPO Analyst will change the status from "Pending" to "Not Required" in COEUS Institute Proposal (IP).
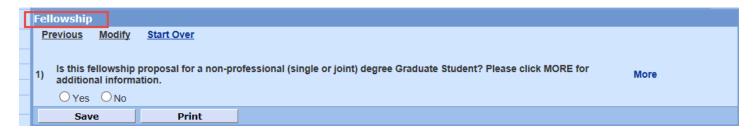

PI Exception: The PI Exception Questionnaire will be triggered in EPD based on the title code given to the 'fellow'. Answer "yes" to the PI Exception Questionnaire. Add a Special Review line for PI Exception. The SPO Analyst will update the status to "not required". NOTE: PI Exceptions are not required for Fellowships

Proposal Summary		Investigator:	ANDREWS - TEST, KAREN	Proposal # : 00012417 (In Progress)
✓ General Info		Agency/Sponsor:	0166 : CALIFORNIA PACIFIC TOURS	Proposal Period: 07/01/2018 - 06/30/2020
✓ Organization		Title:	Fellowship	

Special Reviews   [Proposal No. - 00012417]

Add Special Review

Special review status from eCOI

Special Review Status:	Not Found
Launch URL:	http://ecoi-qa.ucsd.edu/ecoi-qa-store/

List of Special Review

Special Review	Approval	Protocol No	Application Date	Approval Date	Comments	
PI Exception	Pending				View	Remove

Left navigation:
- Proposal Summary
- ✓ General Info
- ✓ Organization
- ✓ Investigators/Key Persons
- ✓ Special Review   >>
- Abstract
- SIO Science Code
- Others
- ✓ Proposal Roles
- **Questionnaire**
- PI Exception Questionnaire
- Administrative
- Space
- Research
- Budget

Fellowship Questionnaire: Answer 'yes' or 'no' according to the guidelines below.

Fellowship

Previous   Modify   Start Over

1) Is this fellowship proposal for a non-professional (single or joint) degree Graduate Student? Please click MORE for additional information.   More

○ Yes   ○ No

Save	Print

- A joint degree is not a dual degree; a dual degree will result in two degrees and a joint degree is a collaboration between institutions that results in a single degree at each institution
  a. An example of a non-professional single degree is a MA, Ph.D., etc.
  b. An example of a non-professional joint degree is a Ph.D and MPH

Routing for Approvals:

Institutionally, department approvals are not required for Fellowships. It is understood that the department supports the Fellow with all the necessary resources.

OCGA & Graduate Division: The Aggregator will **"Submit for Approval"** but will **NOT approve** the proposal. EPD will send a notification to the OCGA and Grad Division offices. The appropriate SPO office will accept the proposal for review & bypass departmental approvals or reject the proposal if changes are required by the department.

SIO-OCGA & HS SPPO: Fellowship proposals will follow their normal routing process and current analyst routing model.