

Your Sabbatical: Operating Instructions

Understanding How Private Foundations Can Factor into Your Sabbatical Plans



EMORY
UNIVERSITY

Office of
Foundation Relations

Sabbatical Funding: Considerations

- *Every school/unit has their own policies, requirements, and procedures for requesting sabbatical leaves. Contact the Dean's Office (Dean for Faculty) for the specific protocol for your respective school.*
- *Sabbatical leaves are intended to **promote research and scholarly activity**.*
- *In many respects, sabbatical funding is no different from other funding from private foundations. There are no "sabbatical funders" – but, rather, private foundations who support faculty-driven research (which can include faculty time).*
- *Fellowships are available to support your faculty leave, but these are not typically considered "philanthropic" as they often go directly to individuals (not the institution).*

What Role Can the Office of Foundation Relations Play?

We can help you:

- ✓ become familiar with how private foundations operate;
- ✓ learn which funders make the best partners for your specific research aims;
- ✓ understand how to approach foundations - to build substantive, reciprocal relationships; and,
- ✓ ultimately, submit strong, well-matched proposals to appropriate funders to secure support.

We recognize that grant-seeking maps onto faculty development.



Foundation Relations: Who We Are & What We Do

Our objective is to assist faculty in the grant-seeking process -- and to increase Emory's institutional profile with private foundations.

How do we accomplish this?

- ✓ Schools/Units
- ✓ Foundations (*including restricted opportunities*)

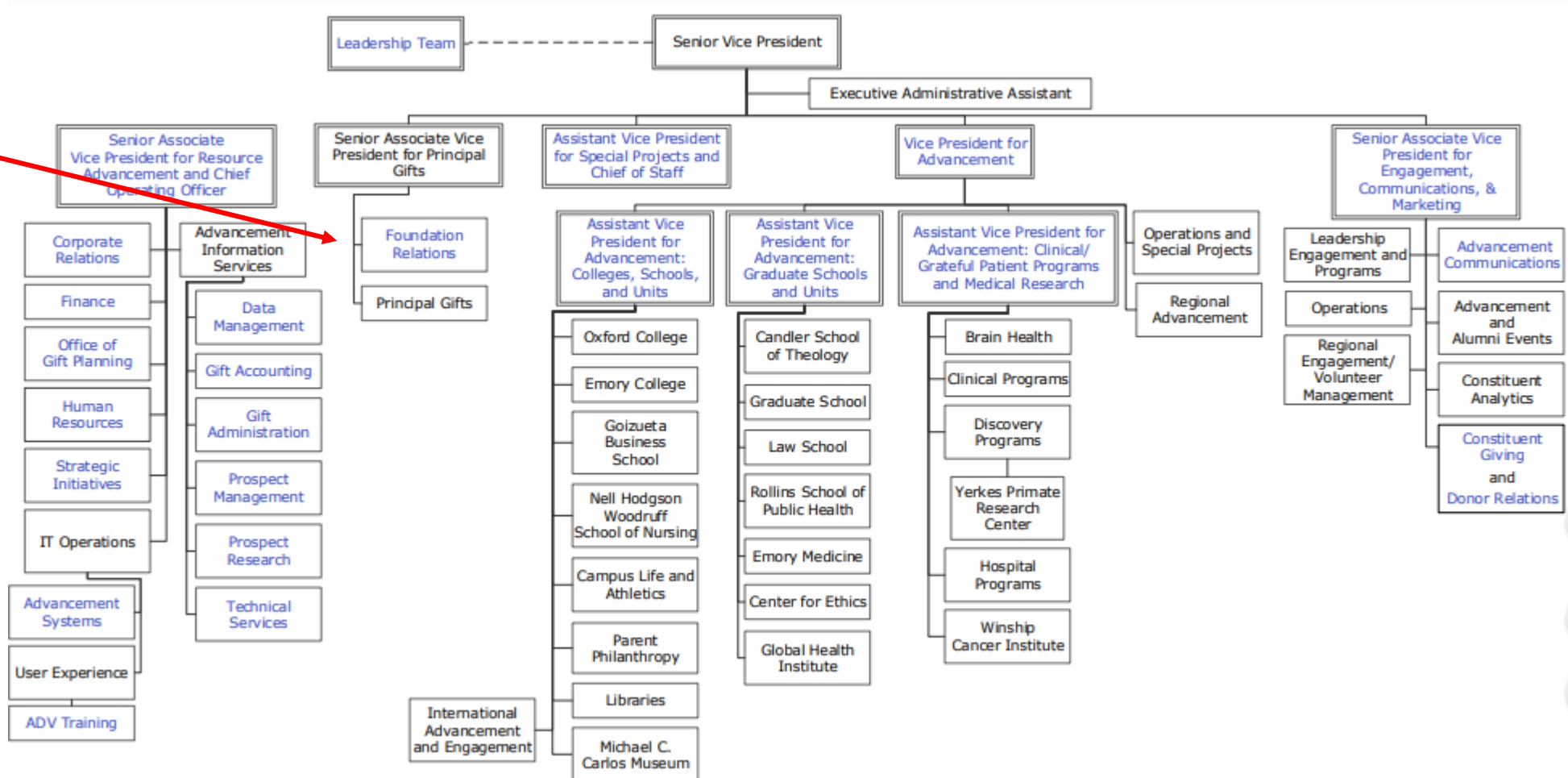
Every Foundation is idiosyncratic. Because they are all distinctive, it is not possible to provide really useful “blanket” information about foundations.

What we don't do:

- We do not assist with proposals to federal/governmental agencies.
- We do not work with individual donors or alumni.

The Landscape of Advancement at Emory

Central Office:
OFR only works on
private foundations
(not federal/govt opps)



How Can We Help YOU?

- ✓ We can look for foundation opportunities that fit your funding needs.
- ✓ We can review your submission materials from the perspective of the funder and provide another set of eyes for possible edits.
- ✓ We can secure institutional letters of support from the Deans, Provost, and President.
- ✓ We can connect you with Research Administration and support you as your LOI/proposal navigates internal processes.
- ✓ We can contact program officers on your behalf.
- ✓ We can let you know about other faculty who have applied to similar opportunities and/or to specific funders so you can connect with them.
- ✓ When appropriate, we can request phone calls or site visits with foundations.

STRATEGIES FOR SUCCESS

Proposals are driven by faculty research

- Have clarity on what you want to do – and how much you need.
- Content is key.

Understand the timeline

- This is a long game. Foundation engagement takes time.
- We know your time is limited, which makes planning ahead critical.
- We can identify a couple of opportunities to pursue with enough time and develop a “calendar” of submissions.

Know thy Funder – and your fit for their mission

- *Handout of questions to consider...*



“There is a team here to support you – and we all offer different kinds of assistance.”

Questions to Consider When Seeking Foundation Funding

WHAT: What is your concept (key idea, purpose, goal)? What problem/need is your project addressing?

INTERNAL SUPPORT: Do you have departmental or institutional approval? Has the department or institution committed funding?

HOW: What activities will aid you in reaching this goal? Why did you choose these methods?

WHO: Who will direct the project? What are their qualifications? What are the other staffing needs? Who will prepare reports?

AUDIENCE: What audience(s) will be served by this program (who, how many, etc.)?

TIMING: What is the timeframe for the program/project (anticipated start and finish, minimum time for it to be effective, etc.)?

COLLABORATION: Are there other potential collaborators for the program/project (i.e. Emory units, community agencies, NGOs, other universities)?

SUSTAINABILITY: Will the program continue after external funding ceases?

BUDGET DETAIL: How much money is needed to implement your program/project? How will the money be spent -- what are the line items?

OTHER FUNDS: Do you have additional funds (from Emory or other external funders) to contribute to the effort? Is there in-kind support available?

IMPACT: What is the program's/project's potential for a broader impact (beyond just the Emory or Atlanta community)? Is the project scalable? Is the project replicable?

EVALUATION: How will you evaluate the project? How will you know if you are successful? Who will evaluate the program? Who will gather the necessary data and compile the reports?

(PARTIAL) LIST of FELLOWSHIP OPPORTUNITIES:

ACLS Fellowships
Arnold O. Beckman Postdoctoral Fellowship in
Chemical Sciences
Carmargo Foundation
Carey Institute for Global Good
Center for Ethics in Society – CASBS Fellowships
Council of American Overseas Research
Dance USA Fellowship
Fitch Fellowship
Getty Scholar Grants
Harvard-Newcome Postdoctoral Research
Hodder Fellowship
Huntington Library Fellowships
IAS Fellowship (Durham University)
Japan Foundation
MAP Fund

National Academy of Education (NAEd)/Spencer
Dissertation Fellowship Program
Newberry Library Fellowships
Notre Dame Institute for Advanced Study
Radcliffe Institute Fellowship
Russell Sage Foundation – Visiting Scholars
School of Historical Studies – Mellon
Foundation
Sloan Research Fellowship
Smith Richardson Strategy & Policy Fellows
Society for the Humanities at Cornell University
SSRC Conflict Research Fellowship
The Shelby Cullom Davis Center for Historical
Research
Warhol Foundation Fellowship

QUESTIONS?

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