Sample Application

What follows is a sample of an application for an Early-Career Postdoctoral Fellowship in East European Studies. It is for informational purposes only.

To apply for this fellowship, you must submit your application electronically, using the Online Fellowship Application (OFA) system.
EARLY-CAREER POSTDOCTORAL FELLOWSHIPS IN EAST EUROPEAN STUDIES

WELCOME TO THE ONLINE APPLICATION FOR THE ACLS EARLY CAREER POSTDOCTORAL FELLOWSHIPS IN EAST EUROPEAN STUDIES.

Pending confirmation of funding, the American Council of Learned Societies will offer support for postdoctoral research and writing in East European studies in all disciplines of the humanities and social sciences.

Applications should be for work on Eastern Europe: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Kosovo/a, Latvia, Lithuania, Macedonia, Montenegro, Poland, Romania, Serbia, Slovakia, and Slovenia. Applicants may propose comparative work considering more than one country of Eastern Europe or relating East European societies to those of other parts of the world.

These fellowships are funded by the Department of State under the Research and Training for Eastern Europe and the Independent States of the Former Soviet Union Act of 1983 as amended (Title VIII), whose purpose is the development of expertise in the United States needed for broad knowledge and analysis of developments in this critical world area. Every application for this fellowship should, therefore, state clearly how the proposed research will contribute to a better understanding of the region and policy-making related to it.

In awarding these grants, primary considerations are the scholarly merit of the proposal, its importance to the development of the field, and the scholarly potential and accomplishments of the applicant. Priority will be given to applicants in the early part of their careers, that is, before tenure. All proposals should be for scholarly work, the product of which is to be disseminated in English. Funds awarded may not be used in Western Europe.

Scholars may apply for an Early Career Postdoctoral Fellowship in East European Studies of up to $25,000 for six to twelve continuous months of full-time research and writing between July 1, 2009 and September 1, 2010. These fellowships are intended primarily as salary replacement to provide time free for research, and the funds may be used concurrently with sabbatical salaries, up to but not exceeding the Fellow's normal academic year salary.

Before beginning your application, you will be asked several questions designed
to determine preliminary eligibility for this program. Once you have answered these basic eligibility questions, please read all instructions, including those in the REFERENCE LETTERS and PROPOSAL UPLOAD sections, before beginning to fill out the application form.

Completed applications must be submitted online no later than 9 p.m., Eastern Standard Time, November 12, 2008. Notifications will be sent in mid-April 2009.

Eligibility

1. An applicant must be a citizen or permanent resident of the United States as of the application deadline date.

2. An applicant must hold a PhD degree conferred prior to the application deadline; however, an established scholar who can demonstrate the equivalent of the PhD in publications and professional experience may also qualify.

3. An applicant must be at an early career stage; tenured faculty are not eligible.

Application Requirements

Applications must include:

- Completed application form
- Proposal (no more than 1750 words—approximately 5 double-spaced pages)
- Up to 2 additional pages of images, musical scores, or other similar supporting non-text materials [Optional]
- Bibliography (no more than 2 pages)
- Publications list (no more than 2 pages)
- Two reference letters
Early-Career Postdoctoral Fellowships in East European Studies
Deadline: November 12, 2008

APPLICATION STATUS: NOT STARTED

EARLY-CAREER POSTDOCTORAL FELLOWSHIPS IN EAST EUROPEAN STUDIES

1. Are you a US citizen or permanent resident?
   - Yes   - No

2. Are you a tenured faculty member?
   - Yes   - No

3. Do you hold the PhD or equivalent*?
   - Yes   - No

*An established scholar who can demonstrate the equivalent of the PhD in publications and professional experience may also qualify. If you feel that you have the equivalent of a PhD, please check "yes" and contact fellowships@acls.org to provide supporting documentation. You should also explain your circumstances in the last question on the Professional Background screen of the application.

CONTINUE
Early-Career Postdoctoral Fellowships in East European Studies
Deadline: November 12, 2008

APPLICATION STATUS: IN PROCESS

EARLY-CAREER POSTDOCTORAL FELLOWSHIPS IN EAST EUROPEAN STUDIES

You have passed our preliminary eligibility screening; please click the button below to proceed to the instructions.
INSTRUCTIONS

You may make as many visits to your application as you wish, and revise any information in your application until it has been submitted. In order to be considered, your application must be complete and in SUBMITTED status at 9 p.m., EASTERN STANDARD TIME, November 12, 2008. You must complete the REFERENCE LETTERS section by this time; your letter writers will have until December 1 to submit their letters.

This application consists of three parts: the application form itself, the uploaded documents (see PROPOSAL UPLOAD), and reference letters (see REFERENCE LETTERS).

BEFORE BEGINNING the application form, please read the Instructions regarding the PROPOSAL UPLOAD and the REFERENCE LETTERS, as well as the following technical instructions.

A. How to SAVE and SUBMIT your data.

1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the navigation links and/or arrows provided on each application screen.

2. You must SAVE each time you leave a screen. If you do not click on SAVE, anything entered since you last hit SAVE on that screen will be lost. (Any work from a previous session will be retained, but any new entries will be lost.) The SAVE button is on the bottom right of your screen.

3. You may work on your application in as many sessions as you wish, and the status of your application will be IN PROCESS until you submit it. Once you are satisfied that your application is complete, you must go to the SUBMIT APPLICATION screen and select SUBMIT APPLICATION. Once your application has been SUBMITTED, it cannot revert to IN PROCESS status.
4. When you have completed your application, pause to check it one last time. We strongly suggest that you print and read your application before submitting it, so that you can be sure there are no further revisions you wish to make. Your print copy should include your uploaded document.

5. Your application status bar must show SUBMITTED at 9 p.m., Eastern Standard Time, November 12, 2008 in order for it to be considered. ACLS will take no responsibility for applications that are not in SUBMITTED status at the deadline. **Once your application has been SUBMITTED, even if it was submitted before the final deadline, no changes will be permitted.**

6. We strongly urge you to print out and save a copy of the final version of your SUBMITTED application. Your print copy should include your uploaded document. You can print your application until January 15, 2009.

**B. How to enter data.**

1. You may begin completing the application at any section.

2. What you type into the form is exactly what will be seen by our reviewers. Therefore, please fill out the form carefully, paying attention to spelling, punctuation, grammar, and case. (For instance, do not use all caps.)

3. Text boxes will hold only a limited amount of text. Where longer answers are permitted, the number of available characters will normally be indicated. We suggest that you type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit: excess text may appear on the screen but will not print and will not be visible to reviewers. Examine your print application to be sure your response is complete.

4. Dates should always be entered in the format mm/yyyy or mm/dd/yyyy where indicated. Where an entry continues into the present, please simply leave the ending date blank (mm/yyyy - [blank]).

5. Begin typing all answers at the extreme left hand side of the response area or box; do not leave a space or indent at the beginning of your answer.

6. In all dollar amount fields, use only digits. Please do not use the dollar sign or commas.

**C. How to get help.**
1. If you have questions about the application process, please consult FAQs. If your question is not answered there, click on the "OFA HELP" link that appears on the red bar at the top of each screen to submit your query.

2. If you are unable to use the "OFA HELP" link that appears on the red bar at the top of each screen (after this one), contact ofahelp@acls.org with questions. (Please use the "OFA HELP" link instead if possible.)

Good luck with your application!
Early-Career Postdoctoral Fellowships in East European Studies
Deadline: November 12, 2008

APPLICATION STATUS: IN PROCESS

Contact Information

Salutation

First Name

Middle Name/Initial

Last Name

Suffix

If any part of your name appears incorrectly above please contact us at ofahelp@acls.org to correct the error(s).

Primary email address (should be valid through May 2009)

Office Address

City

State Select One
State/Province (IF NOT US)

Zip/Postal Code
(if using a ZIP-plus-4 code, please omit hyphen)

Country (IF NOT US)

Telephone (  )    -  , ext .

Telephone (IF NOT US)

Fax (  )    -

Home Address

City

State

Select One

State/Province (IF NOT US)

Zip/Postal Code
(if using a ZIP-plus-4 code, please omit hyphen)

Country (IF NOT US)
Telephone (  )   -

Telephone (IF NOT US)

Fax (  )   -

Which is your preferred mailing address? Select

(Be sure to indicate your preferred mailing address. That is where we will mail [regular first-class US postal service] the letter informing you of the result of your application.)

SAVE
Early-Career Postdoctoral Fellowships in East European Studies
Deadline: November 12, 2008
APPLICATION STATUS: IN PROCESS

EDUCATION

PhD received from
No Institution Selected
Select an Institution

Date PhD received (mm/yyyy) /  
PhD major discipline 
Title of doctoral dissertation 
Name of dissertation supervisor 

Master's degree received from
No Institution Selected
Select an Institution

Select a degree
Select One
Date master's degree received / (mm/yyyy) 
Master's degree major discipline 

BA/BS received from
No Institution Selected
Select an Institution

Date BA/BS received (mm/yyyy) /  
BA/BS major discipline 
List any additional degrees 

List up to six foreign languages you can use, indicating proficiency in reading, speaking, and writing. (use E=Excellent, G=Good, F=Fair or less, N/A=Not applicable)
If you are either a Native Speaker or Heritage Speaker of a language, please indicate by checking the appropriate box.
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<th>Reading</th>
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Early-Career Postdoctoral Fellowships in East European Studies
Deadline: November 12, 2008

APPLICATION STATUS: IN PROCESS

CURRENT POSITION

Rank/Title
Select One
(Please choose the most appropriate from the list. If you have no academic affiliation, please select “Independent Scholar”)

Discipline
(Please indicate here the discipline you would use in completing your academic title, for example, Associate Professor of French Literature, Professor of Philosophy, etc. Write only the name of your discipline, not your professorial title.)

Department

Institution
No Institution Selected
Select an Institution

Date you began this position (mm/yyyy)

Are you tenured?
Select

If YES, when did your first tenured semester begin?
(mm/yyyy)

If you do NOT hold the rank of Full, Associate, or Assistant Professor, as a research scholar, with which group would you most identify?

○ Full Professor ○ Associate Professor ○ Assistant Professor ○ N/A

Second Institution (if appropriate)
No Institution Selected
Select an Institution
(If you are currently affiliated with more than one institution, please list the second institution here.)
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<td>If you do not hold an academic appointment, what is your current position?</td>
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**Date you began this position** (mm/yyyy)

**If you do not hold an academic appointment, what is your current position?**
**PROFESSIONAL BACKGROUND**

List positions held (professional, teaching, administrative, curatorial) since college graduation, beginning with current position. Give name of institution, title, and approximate dates of employment for each.

**Please remember:**

- use only numbers in the date fields, for example, 09/1995
- use the format mm/yyyy throughout
- where an entry continues into the present, leave the "To" field blank

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SAMPLE
Title

From / To / 

Please provide any other relevant information to help reviewers better understand your professional background and to contextualize elements of your career listed elsewhere in your application. Some possible issues include service, teaching, administration, family and other personal circumstances, public humanities work, alternate career paths, character of your work (archival, field work, collaborative, etc.). *(Space is available for up to 1000 characters, including spaces.)*

SAVE
Early-Career Postdoctoral Fellowships in East European Studies
Deadline: November 12, 2008

APPLICATION STATUS: IN PROCESS

AWARDS

Beginning with the most recent, list up to eight of the grants, fellowships, scholarships, academic honors, or awards you have received, giving in each case the dates, purposes (tuition, travel, expenses, etc.), and, if funded, the approximate amounts. If you are listing only selected awards, choose those that are most significant. Please do not be concerned if you cannot recall exact dates or amounts, and do not feel you must use all eight entries.

Please remember:

- use only numbers in the date fields, for example, 09/1995
- use the format mm/yyyy throughout
- where an entry continues into the present, leave the "To" field blank
- use only numbers in all dollar amount fields, for example, 1000 (DO NOT USE dollar signs or commas)

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ACLS Online Fellowship Applications

Award

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Purpose

SAVE

American Council of Learned Societies
In the text boxes below, please type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit. Excess text may appear on the screen but will not print and will not be visible to reviewers. Examine your print application to be sure your responses are complete.

Do not use hard returns.

Give a brief title of your research proposal. *(Space is available for up to 250 characters, including spaces.)*

Give a brief abstract of your research proposal. *(Space is available for up to 800 characters, including spaces.)*

Optional: If there is a Web page associated with your project, please provide the URL here:
Briefly state the relevance of your research to a better understanding of this critical world region and to policy related to it. Longer explanations should be included in your proposal document. (Space is available for up to 500 characters, including spaces.)

If you are planning to conduct your proposed research project in a particular location, please specify where and when you plan to do so. Please be brief and give your response in this format: semester/location. Longer explanations of research plans should be included in your proposal document. (Space is available for up to 150 characters, including spaces.)

List the countries or geographical areas on which your research is focused.

1. Select One
2. Select One
3. Select One
4. Select One
Other

List any countries or geographical areas other than the US in which you have done research in the last five years.

1. Select One
2. Select One
3. Select One
Other
Please identify up to five disciplinary areas, in order of relevance, that best describe your research project. Do not choose “other” unless none of the options is close to your field. **For your first selection please choose the specific field that most closely corresponds to your research project.**

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[SAVE]
Early-Career Postdoctoral Fellowships in East European Studies
Deadline: November 12, 2008
APPLICATION STATUS: IN PROCESS

PROGRAM CHOICE
DESCRIPTION
ELIGIBILITY
INSTRUCTIONS
FAQs
APPLICATION FORM
● Contact Information
● Education
● Current Position
● Professional Background
● Awards
● Research Project
● Administrative Information
REFERENCE LETTERS
PROPOSAL UPLOAD
SUBMIT APPLICATION
VIEW/PRINT APPLICATION
LOG OFF

This information is REQUIRED (except as noted). It is for administrative purposes only and will not be distributed as part of the selection process.

Please remember:

● use only numbers in the date fields, for example, 09/1995
● use the format mm/yyyy throughout
● where an entry continues into the present, leave the "To" field blank
● use only numbers in all dollar amount fields, for example, 1000 (DO NOT USE dollar signs or commas)

Social Security Number: 000 - 00 - 0019

If you have made an error entering your Social Security number, please contact ofahelp@acls.org.

Beginning date for East European Postdoctoral Fellowship (mm/dd/yyyy) □ / □ / □

Ending date for East European Postdoctoral Fellowship (mm/dd/yyyy) □ / □ / □

If the ACLS fellowship tenure period and stipend requested will be used toward a longer research leave, please give dates of the total planned leave.

From (mm/yyyy) □ / □ / □ To (mm/yyyy) □ / □

List other sources of support, for example, sabbatical salary, other fellowships and grants.
**ALREADY CONFIRMED** in connection with your proposed research project or planned total period of research leave. Also indicate the approximate amount of funding and period of support.

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List other major funding sources, with approximate amount and tenure period, to which you **ARE APPLYING** for your present research proposal.

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Source

From / To / Amount $

Current salary $ (do not add benefits or summer salary).

What is your country of citizenship?

Select One

If NOT United States, do you hold US Permanent Resident status?

Select

The following questions are optional and will be used for statistical purposes only.

Date of birth (mm/dd/yyyy) / / 

Gender Select

With which group(s) do you most identify?

- White (not of Hispanic origin)
- Black (not of Hispanic origin)
- Hispanic or Latino
- American Indian or Alaskan Native
- Asian
- Native Hawaiian or other Pacific Islander
- Other

Other

The following questions are for informational purposes only.

1. How did you learn about ACLS fellowship programs? (Please select all that apply.)
2. Please identify the ACLS member scholarly societies or ACLS affiliate organizations (if any) of which you are a member or with which you have an affiliation. **(Please check all that apply.)**

### ACLS Constituent Learned Societies

- [ ] African Studies Association
- [ ] American Academy of Arts and Sciences
- [ ] American Academy of Religion
- [ ] American Anthropological Association
- [ ] American Antiquarian Society
- [ ] American Association for the Advancement of Slavic Studies
- [ ] American Society for Legal History
- [ ] American Society for Theatre Research
- [ ] American Society of Church History
- [ ] American Society of Comparative Law
- [ ] American Society of International Law
- [ ] American Sociological Association
- [ ] Linguistic Society of America
- [ ] Medieval Academy of America
- [ ] Metaphysical Society of America
- [ ] Middle East Studies Association of North America
- [ ] Modern Language Association of America
- [ ] National Communication Association
| American Association for the History of Medicine | American Studies Association | National Council on Public History |
| American Comparative Literature Association | Archaeological Institute of America | North American Conference on British Studies |
| American Dialect Society | Association for Asian Studies | Organization of American Historians |
| American Economic Association | Association for Jewish Studies | Renaissance Society of America |
| American Folklore Society | Association for the Advancement of Baltic Studies | Rhetoric Society of America |
| American Historical Association | Association of American Geographers | Sixteenth Century Society and Conference |
| American Musicological Society | Association of American Law Schools | Society for American Music |
| American Numismatic Society | Bibliographical Society of America | Society for Cinema and Media Studies |
| American Oriental Society | College Art Association | Society for Ethnomusicology |
| American Philological Association | College Forum of the National Council of Teachers of English | Society for French Historical Studies |
| American Philosophical Association | Dictionary Society of North America | Society for Music Theory |
| American Philosophical Society | Economic History Association | Society for the Advancement of Scandinavian Study |
| American Political Science Association | German Studies Association | Society for the History of Technology |
| American Psychological Association | Hispanic Society of America | Society of Architectural Historians |
| American Schools of Oriental Research | History of Science Society | Society of Biblical Literature |
ACLS Online Fellowship Applications

- American Society for Aesthetics
- International Center of Medieval Art
- Society of Dance History Scholars
- American Society for Eighteenth-Century Studies
- Latin American Studies Association
- Law and Society Association
- American Society for Environmental History
- ACLS Affiliates
- National Coalition of Independent Scholars
- Phi Beta Kappa

SAVE
PLEASE NOTE: You MUST ENTER YOUR REFEREES on the Reference Letters page BEFORE they can log in to use the online references system. Please do not ask them to access the system until you have done this. Once you have entered the information and clicked the "send email" button, we will immediately send an email with appropriate instructions to the referee.

Two letters of reference are requested. We suggest that you secure as referees scholars competent to judge both your past scholarship and the present research proposal. If you have an untenured academic position, one of these reviewers should be your departmental chairperson.

Letters of reference must be submitted online. It is your responsibility to convey information about your proposal to your referees. After your referees have agreed to write on your behalf:

- Tell your referees to expect an email from ACLS.
- Make absolutely certain you have the correct email address for each referee.
- Enter each referee's name and email address by clicking on the "Add Referee" link at the bottom of this page. Please capitalize the name properly.
- Once you have entered the information and clicked the "send email" button, we will immediately send an email with appropriate instructions to the referee.
- It is not necessary to enter all referees at the same time. You can return to this screen at any time to enter referees.
- Your referees will not receive an email to begin this process until you have entered the information and clicked the "send email" button.

No more than two letters of reference will be accepted.
● Enter only two referees. It is possible to enter additional referees, but you should do this only if you learn that a referee is unable to complete the promised letter.

● The first two letters submitted will be the letters on file in support of your application. Once two letters have been submitted, another referee attempting to submit a letter for you will be prevented from doing so. Be careful not to put anyone in this situation.

If you learn that your referee did not receive an email with instructions, enter the information again using the "Add Referee" link below to have the email sent again. (You will not be able to enter the information again, however, if the referee has begun your letter.)

For your information, the online reference process requests referees to comment on the applicant as a scholar and professional and on the specific proposal to ACLS. Referees are asked to evaluate the quality, significance, and feasibility of the applicant's proposal and the applicant's academic achievement and/or promise.

Letters of reference are due by December 1, 2008. It is your responsibility to check online to see whether letters have been submitted. The system will continue to accept letters after the deadline and will add them to your application at the earliest possible time, though we cannot guarantee that they will accompany your application through our entire review process. No application will be held back because letters are missing.

If your referee cannot use an online system, see FAQs.

You may wish to print this page so that you have this information after the application deadline. This page will not be included as part of your view/print application.

**REFEREE INFORMATION**

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<th>Email</th>
<th>Reference Type</th>
<th>Date Entered</th>
<th>Status</th>
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...
To complete your application package, in addition to the application form, you must upload the following items: 1) a proposal 2) a bibliography and 3) a publications list. All three items must be collated to upload as one continuous document.

1) PROPOSAL:

In preparing this material, please keep in mind that the selection committee is a multi-disciplinary panel, composed of scholars from a broad range of fields and area specialties in the humanities and social sciences relating to Southeastern Europe.

**Content:** Your project description should contain (1) a statement of the questions to be examined and major hypotheses to be tested, citing the relevant literature; (2) an explanation of the importance of the proposed research, (a) to theoretical and methodological issues in your discipline(s) and (b) to scholarship on Eastern Europe; (3) an evaluation of the availability and quality of source material and data, with an assessment of your linguistic competence to use these materials; and (4) a summary of your proposed work schedule and a review of the progress already made on the project and previous support received for it. In addition, if your project is part of a collaborative undertaking, it is essential to explain the relationship between your contribution and that of your collaborator(s).

The proposal must not exceed 1750 words (approximately five double-spaced pages). You may, however, include up to an additional 2 pages of images, musical scores, or other similar supporting non-text materials.

2) BIBLIOGRAPHY:
The bibliography should provide an overview of the publications you regard as central to advancing your project; you may wish to provide annotation to accompany certain items. Be sure to give full bibliographic references.

The bibliography must not exceed two pages, and should be double-spaced between entries.

3) PUBLICATIONS LIST:

This should be a list of your representative publications and should include titles, dates of publication, names of publishers or journals (indicate which were refereed), and numbers of pages. List titles in the language of original publication with an English translation in parentheses.

Your publications list must not exceed two pages, and may be in whatever format you normally keep it.

4) DOCUMENT SPECIFICATIONS:

- All three items must be uploaded as one continuous document.
- Margins must be at least one inch on all sides.
- Use Times New Roman font (no smaller than 11 point) for all uploaded documents.
- There is a 10 MB limit on the size of your upload. This means that the total size of the upload, including any graphics or supplementary materials, cannot exceed 10 MB.
- Your application will be converted to Portable Document Format (.pdf). Keep formatting simple to avoid problems in the converted document.
- If your proposal includes foreign characters, please view it after uploading to be sure these characters convert properly. If not, you may have to convert your document to .pdf and upload again to resolve formatting problems.
- Use the header/footer function to number pages. (Do not type the numbers directly into each page of your document text.) You may number pages consecutively throughout the entire document, or you may number the different sections separately. (Page numbers are most helpful on the proposal, so you may omit them on the other items if you wish.)
- Please adhere to the word-count and page limits listed above.
- Note: The .pdf conversion process can cause some slight formatting changes. If your converted document exceeds the limit only slightly (but your original document did not), please do not be concerned.
- If you have difficulty with your upload, consult the FAQs/technical support before contacting OFA HELP.
5) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

Your items should be collated in this order—proposal, bibliography, publication list—and submitted as one file.

Files will be accepted in the following formats **ONLY**: Microsoft Word (.doc), WordPerfect Version 5. or later (.wpd), Text only (.txt), or Adobe Portable Document Format (.pdf). **Your file MUST include the appropriate extension** (e.g., ".doc"); if you are on a Mac, you will need to enter the extension as part of the file name. If you are working in Word 2007, please be sure to change the file extension from ".docx" to ".doc" by saving your document in "compatibility mode" (Word 97-2003 Document) using the "Save As" menu option.

The button below will allow you to upload your document. You will be able to browse your computer system to select the file to be uploaded. When you have completed the upload, your file name should appear under "FILE UPLOAD STATUS" below as a red link. You can confirm that the file has uploaded successfully by clicking on the red link and viewing your file. Sometimes the process takes a little time: if your file name does not appear as a red link, refresh the screen using the refresh button in your browser tool bar, or simply leave this screen and come back to it.

As long as your application is still "In Process," you can upload revised versions of your document by simply repeating the upload process and selecting the new/revised version. (This may have the same file name or a new file name.) When you click on "Upload File" the revised version will be recorded and the old version erased.

**After uploading, please check your file to be sure it has uploaded successfully. (See above.)**

FILE UPLOAD STATUS:

NOT UPLOADED

UPLOAD FILE
Before submitting your application, make sure you have

- answered all appropriate questions
- completed and saved all screens
- uploaded successfully your proposal and accompanying documents

We suggest that you view and/or print your application one last time before submitting it since no revisions are allowed after submission. Your view/print copy should include your uploaded document. If it does not, click the OFA HELP button above for assistance.

*Please note that, by the application deadline, you must complete the REFERENCE LETTERS section in addition to submitting your application.

An application that is submitted, but is not complete, will not be considered.
An application that is complete, but is not submitted, will not be considered.

I have completed the application, and would like to SUBMIT it for ACLS consideration.