



Sample Application

What follows is a sample of an application for an American Research in the Humanities in China fellowship. It is for informational purposes only.

To apply for this fellowship, you must submit your application electronically, using the Online Fellowship Application (OFA) system.



American Research in the Humanities in China

Deadline: September 28, 2011

APPLICATION STATUS: IN PROCESS

[BACK](#)

[NEXT](#)

- 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**
- Mac Users**
- Problem viewing PDF?**
- Log Off**

CONTACT INFORMATION [OFA HELP](#)

Salutation

First Name

Middle Name/Initial

Last Name

Suffix

Primary email address (should be valid through May 2012)

Office Address

City

State

State/Province (IF NOT U.S.)

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

Country (IF NOT U.S.)

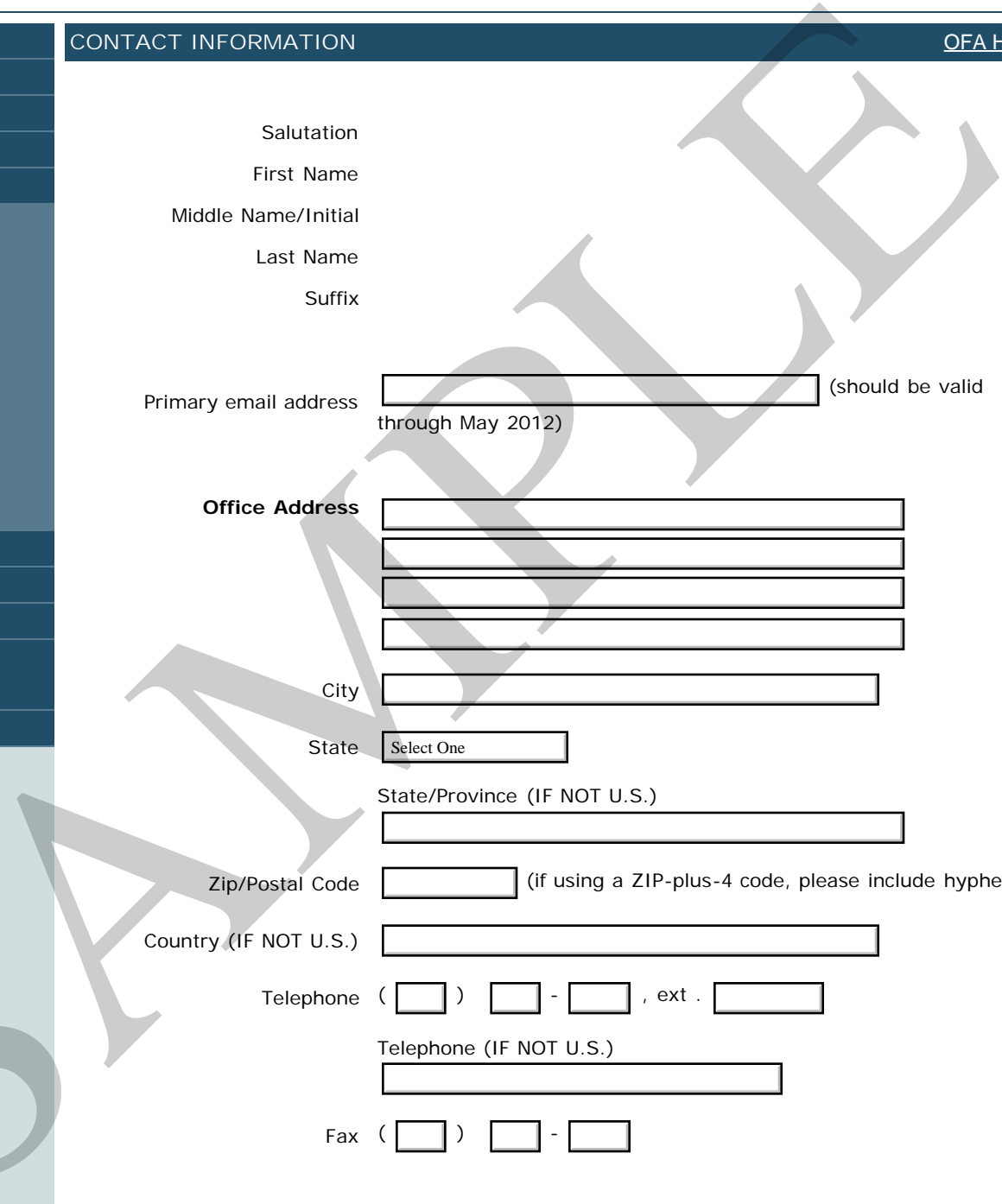
Telephone () - , ext .

Telephone (IF NOT U.S.)

Fax () -

Home Address

City



State

State/Province (IF NOT U.S.)

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

Country (IF NOT U.S.)

Telephone () -

Telephone (IF NOT U.S.)

Fax () -

Which is your preferred mailing address?

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

[◀ BACK](#)

American Council of Learned Societies

[NEXT ▶](#)

Version 3.6b - 2011 [Back to Top](#)

SAMPLE



American Research in the Humanities in China

Deadline: September 28, 2011

APPLICATION STATUS: IN PROCESS

[BACK](#)

[NEXT](#)

- 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
- Mac Users
- Problem viewing PDF?
- Log Off

EDUCATION OFA HELP

PhD received from

Date PhD received (mm/yyyy) /

PhD major discipline

Title of doctoral dissertation

Name of dissertation supervisor

Master's degree received from

Select a degree

Date master's degree received / (mm/yyyy)

Master's degree major discipline

BA/BS received from

Date BA/BS received (mm/yyyy) /

BA/BS major discipline

List any additional degrees

Please indicate your proficiency (reading, writing, or speaking) in Classical Chinese, Modern Mandarin, or any other Chinese dialects relevant to your research. (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.

Language	Reading	Speaking	Writing	Native Speaker	Heritage Speaker
<input type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>

If there are other aspects of your Chinese language background that you would like the Committee to consider, please so indicate. (Space is available for up to 500 characters, including spaces.)

Additional Information

List up to six additional foreign languages you can use, indicating proficiency in reading, speaking, and writing.

Language	Reading	Speaking	Writing	Native Speaker	Heritage Speaker
<input type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAVE





American Research in the Humanities in China

Deadline: September 28, 2011

APPLICATION STATUS: IN PROCESS

[BACK](#)

[NEXT](#)

- 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
- Mac Users
- Problem viewing PDF?
- Log Off

CURRENT POSITION [OFA HELP](#)

Rank/Title

(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.)*

Specialization

Department

Institution

Date you began this position /
(mm/yyyy)

Are you tenured?

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

If you are an Assistant Professor or equivalent, when did you begin your first teaching semester/quarter at that rank, even if that occurred in a previous job?
(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?

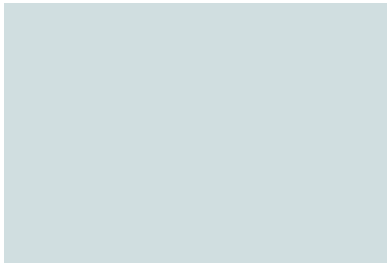
- Full Professor Associate Professor Assistant Professor N/A

Second Institution
(if appropriate)

(If you are currently affiliated with more than one institution, please list the second institution here.)

Date you began this position /
(mm/yyyy)

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



SAVE

[◀ BACK](#)

American Council of Learned Societies

[NEXT ▶](#)

Version 3.6b - 2011 [Back to Top](#)

SAMPLE



American Research in the Humanities in China

Deadline: September 28, 2011

APPLICATION STATUS: IN PROCESS

[BACK](#)

[NEXT](#)

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
Mac Users
Problem viewing PDF?
Log Off

PROFESSIONAL BACKGROUND OFA HELP

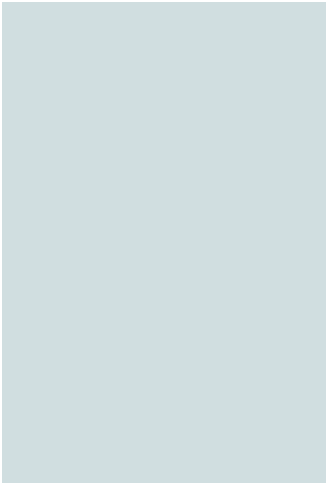
List positions held (professional, teaching, administrative, curatorial) since college graduation, beginning with current position. Give name of institution, title, and approximate dates of employment for each.

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
- use only numbers in all dollar amount fields, for example, 1000 (DO NOT USE dollar signs or commas)

Institution/Employer	<input type="text"/>
Title	<input type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>
Institution/Employer	<input type="text"/>
Title	<input type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>
Institution/Employer	<input type="text"/>
Title	<input type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>
Institution/Employer	<input type="text"/>
Title	<input type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>

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

[◀ BACK](#)

American Council of Learned Societies

[NEXT ▶](#)

Version 3.6b - 2011 [Back to Top](#)

SAMPLE



American Research in the Humanities in China

Deadline: September 28, 2011

APPLICATION STATUS: IN PROCESS

[BACK](#)

[NEXT](#)

- 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
- Mac Users
- Problem viewing PDF?
- Log Off

AWARDS [OFA HELP](#)

Have you applied for CSCC support previously?

If YES, when?

Have you been a previous CSCC grantee?

If YES, give dates and program name.

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)

Award

Award Type

From / To / Amount \$

Purpose

Award

Award Type

From / To / Amount \$

Purpose

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Purpose

Award

Award Type

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Award

Award Type

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Purpose



American Research in the Humanities in China

Deadline: September 28, 2011

APPLICATION STATUS: IN PROCESS

[BACK](#)

[NEXT](#)

- 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**
- Mac Users**
- Problem viewing PDF?**
- Log Off**

RESEARCH PROJECT [OFA HELP](#)

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.

Research Proposal Title
(Space is available for up to 250 characters, including spaces.)

Research Proposal Abstract
(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:

Please specify the most suitable institution to serve as your primary official host in China, and explain your choice; specify the scholars with whom you will work at that institution, and describe and evaluate any contacts you have had there that might facilitate your proposed work. Copies of relevant correspondence with Chinese contacts relating to your proposed research should be uploaded to your application. (See [PROPOSAL UPLOAD](#).)
(Space is available for up to 2000 characters, including spaces.)

Proposed dates of research in China: *(use the format mm/dd/yyyy)*

From / / To / /

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

1.

2.

3.

4.

Other

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

1.

2.

3.

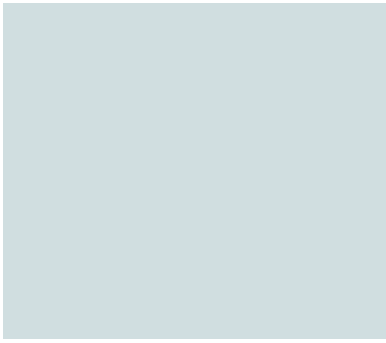
Other

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.**

1. Other

2. Other

3. Other



4. Other

5. Other

SAVE

[◀ BACK](#)

American Council of Learned Societies

[NEXT ▶](#)

Version 3.6b - 2011 [Back to Top](#)

SAMPLE



American Research in the Humanities in China

Deadline: September 28, 2011

APPLICATION STATUS: IN PROCESS

[BACK](#)

[NEXT](#)

- 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
- Mac Users
- Problem viewing PDF?
- Log Off

ADMINISTRATIVE INFORMATION [OFA HELP](#)

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, except where mm/dd/yyyy is specifically requested
- 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)

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

What is your country of citizenship?

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

AND have you lived in the US continuously for at least the past 3 years?

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.

Source

From / To / Amount \$

Source

From / To / Amount \$

Source

From / To / Amount \$

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

Source

From / To / Amount \$

Source

From / To / Amount \$

Source

From / To / Amount \$

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

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

Gender

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

The following questions are for informational purposes only.

1. How did you learn about ACLS fellowship programs? **(Please select all that apply.)**

Higher Education publication (e.g., Chronicle of Higher Education, Inside Higher Ed)

Department newsletter or bulletin board

Dean or other administrator

Office of Sponsored Research/Grants and Fellowships

ACLS website

Other website:

Former Fellows

Other/informal communication

Other:

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

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

Association

- American Schools of Oriental Research
- American Society for Aesthetics
- American Society for Eighteenth-Century Studies
- American Society for Environmental History
- American Society for Legal History

America

- History of Science Society
- International Center of Medieval Art
- Latin American Studies Association
- Law and Society Association
- Linguistic Society of America

History of Technology

- Society of Architectural Historians
- Society of Biblical Literature
- Society of Dance History Scholars
- World History Association

ACLS Affiliates

- Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA)
- Association of Art Museum Curators
- Association of College & Research Libraries
- Community College Humanities Association
- International Society for Third-Sector Research
- National Coalition of Independent Scholars
- Phi Beta Kappa

3. Please identify all ACLS fellowship programs (if any) to which you have previously applied.

- ACLS Fellowship
- ACLS/SSRC/NEH International and Area Studies Fellowship
- ACLS/New York Public Library Fellowship
- Ryskamp Fellowship
- Burkhardt Fellowship
- Digital Innovation Fellowship
- Collaborative Research Fellowship
- ACLS New Faculty Fellows
- ACLS Public Fellows
- Andrew W. Mellon Foundation/ACLS Early Career Fellowship Program - Dissertation Completion Fellowship
- Andrew W. Mellon Foundation/ACLS Early Career Fellowship Program - Recent Doctoral Recipients Fellowship
- Luce/ACLS Dissertation Fellowship in American Art
- SSRC/ACLS International Dissertation Research Fellowship
- American Research in the Humanities in China
- Chinese Fellowships for Scholarly Development
- CCK New Perspectives on Chinese Culture and Society
- Early Career Postdoctoral Fellowships in East European Studies

- Dissertation Fellowships in East European Studies
- East European Studies Language-Training Grants
- ACLS Library of Congress Fellowships in International Studies
- Contemplative Practice Fellowship
- Luce/ACLS Grants to Individuals in East and Southeast Asian Archaeology and Early History

SAVE

[◀ BACK](#)

[NEXT ▶](#)

SAMPLE



American Research in the Humanities in China

Deadline: September 28, 2011

APPLICATION STATUS: IN PROCESS

[BACK](#)

[NEXT](#)

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
Mac Users
Problem viewing PDF?
Log Off

REFERENCE LETTERS

[OFA HELP](#)

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, an email will be automatically generated with appropriate instructions to the referee.

Three letters of reference are required. Referees should be scholars knowledgeable about your professional and/or academic experience, expert in the subject matter, and able to judge your work objectively. At least one of the referees should be from outside of your home institution. These reference reports are confidential, for the use of review and selection panels only, and will not be made available to the applicant.

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, an email will be automatically generated 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.

No more than three letters of reference will be accepted.

- Enter only three 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 three letters submitted will be the letters on file in support of your application.** Once three 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 scholar's ability to conduct and complete the project proposed, as well as the importance of this project within the general and specific field(s) to which it relates. Referees are also asked to comment on the appropriateness of the applicant's proposed Chinese host institution, to evaluate the applicant's understanding of the current Chinese research environment, and to assess the applicant's competence in Chinese language(s) necessary for the proposed research.

Letters of reference are due by October 3, 2011. 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.

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 [Add Referee](#)

Reference Name	Reference Email	Referee Type	Date Entered	Status
NONE ENTERED				

[◀ BACK](#)

[NEXT ▶](#)

American Council of Learned Societies

Version 3.6b - 2011 [Back to Top](#)

SAMPLE



American Research in the Humanities in China

Deadline: September 28, 2011

APPLICATION STATUS: IN PROCESS

[BACK](#)

[NEXT](#)

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
Mac Users
Problem viewing PDF?
Log Off

PROPOSAL UPLOAD

[OFA HELP](#)

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 curriculum vitae of no more than 5 pages. **All three items should be collated to upload as one continuous document.**

1a) PROPOSAL:

This proposal will be the basis of the evaluation of the project. Applicants must submit a double-spaced Research Proposal of no more than five pages. The Research Proposal must include all of the following: a full statement addressing the relevance of the project to the broader issues in your discipline as well as to the field of China studies; intended contribution of the research to existing literature in your discipline; research design; proposed institutional affiliation in China; an assessment of the project's feasibility; nature of results expected; and rationale for the length of time that is being requested. It should clarify why it is necessary to carry out this research in China rather than in the United States or elsewhere. Plans to deal with potential language problems, i.e., self-sufficiency in Chinese, collaboration with English-speaking colleagues, or hiring interpreter-translators, should be indicated. It is important to specify the identity and location of sources at archives, libraries, or geographical sites and Chinese colleagues relevant to your project. Applicants are encouraged to establish contact early on with appropriate individuals or institutions in China, and the proposal should explain and evaluate contacts already made.

Publications resulting from previous research are an important factor in evaluating proposals from applicants. Applicants who have previously conducted research supported by ACLS grants should report all publications resulting from that research.

Your professional contacts in China, knowledge of the current state of research in a particular field in China, and information on archives or data available in China are all important factors to be considered in reviewing your proposal.

The proposal must not exceed five double-spaced pages in Times New Roman 11-point font. You may, however, include up to 2 additional pages of images, musical scores, or other similar supporting non-text materials.

1b) BIBLIOGRAPHY:

The bibliography should provide an overview of essential references for your project, and should balance the various sorts of key materials being used.

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

1c) CURRICULUM VITAE:

In addition to the items listed above, applicants are required to submit a curriculum vitae of not more than 5 pages.

2) CORRESPONDENCE WITH CHINESE CONTACTS

Copies of relevant correspondence with Chinese contacts relating to your proposed research can be scanned and uploaded as one .pdf document.

Documents must adhere to the page limits and formatting requirements to be reviewed.

3) DOCUMENT SPECIFICATIONS:

- Items **1a, 1b, and 1c** must be uploaded as one continuous document. Item **2** should be uploaded as a separate, .pdf document.
- Margins must be at least one inch on all sides.
- Use Times New Roman 11-point font for all uploaded documents.
- There is a 3 MB limit on the size of your upload. This means that the combined size of the two files uploaded, including any graphics or supplementary materials, cannot exceed 3 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.

4) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

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

Files will be accepted in the following formats **ONLY**: Microsoft Word (.doc or .docx), 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.

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 blue link. You can confirm that the file has uploaded successfully by clicking on the blue link and viewing your file. Sometimes the process takes a little time: if your file name does not appear as a blue 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.

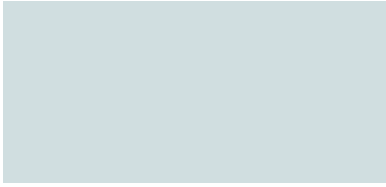
Mac Users:

[Problems viewing PDF?](#)

FILE UPLOAD STATUS:

*Proposal,
Bibliography, and
CV* NOT UPLOADED

UPLOAD DOCUMENT



*Correspondence
with Chinese
Contacts* NOT UPLOADED

UPLOAD DOCUMENT

[BACK](#)

[NEXT](#)

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Version 3.6b - 2011 [Back to Top](#)

SAMPLE



American Research in the Humanities in China

Deadline: September 28, 2011

APPLICATION STATUS: IN PROCESS

[BACK](#)

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[BACK](#)