



## **Sample Application**

What follows is a sample of an application for Charles A. Ryskamp Research 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.



# Charles A. Ryskamp Research Fellowships

Deadline: September 28, 2011

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## 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.)*

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## 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

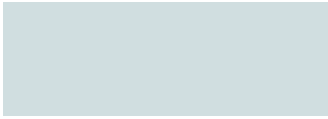
BA/BS received from   
 Date BA/BS received (mm/yyyy)  /

BA/BS major discipline

List any additional degrees

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.

Language	Reading	Speaking	Writing	Native Speaker	Heritage Speaker
<input style="width: 300px;" type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 300px;" type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input style="width: 300px;" type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input style="width: 300px;" type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>



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## 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.)*

Department

Institution

Date you began this position  /   
*(mm/yyyy)*

Are you tenured?

*(Check [ELIGIBILITY](#) requirements regarding tenure.)*

When did you begin your first tenure-track teaching semester/quarter as an Assistant Professor?  
*(mm/yyyy)*

/

When did you successfully *complete* your institution's review for re-appointment (or equivalent)? By this we mean the LAST reappointment review before tenure review. If your institution does not have multi-year contracts, but instead has a system of annual reviews and yearly contracts, the guideline will mean having passed three annual reappointment reviews. We do not mean annual evaluations, but reviews tied to reappointment. *(mm/yyyy)*

/

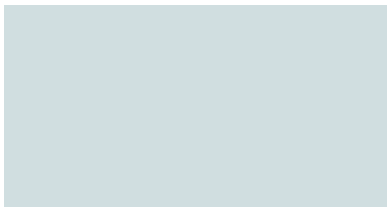
When do you expect your tenure review to be complete? Estimate as closely as you can. *(mm/yyyy)*

/

Second Institution   
*(if applicable)*

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

Date you began



this position  /   
(mm/yyyy)

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**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, i.e., 1000 (DO NOT USE dollar signs or commas)

Institution/Employer

Title

From  /  To  /

---

Institution/Employer

Title

From  /  To  /

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Institution/Employer

Title

From  /  To  /

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Institution/Employer

Title

From  /  To  /

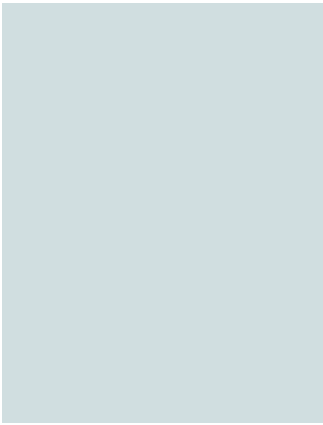
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Institution/Employer

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.)



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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 can not 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

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Award Type

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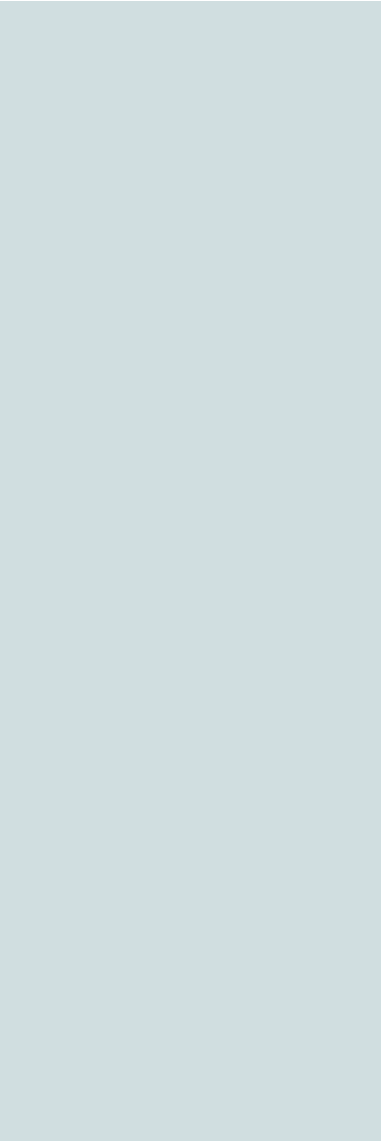
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## RESEARCH PROJECT [OFA HELP](#)

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:

Your proposal will be reviewed by scholars within your specific discipline and in other disciplines in the humanities and related social sciences. State the significance of your project for the humanities and related social sciences. Indicate how and why the project might be of interest to scholars in other disciplines. Please avoid discipline-specific jargon that may pose a problem for non-specialists. (Space is available for up to 2000 characters, including spaces.)

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

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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
- 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?

Give a tentative schedule of your work on this project. Indicate the periods of time to be supported by the Ryskamp Fellowship, as well as any periods to be supported by sabbatical salary or other sources, reduced teaching, or special arrangements. Please indicate where you would spend each time segment. (Space is available for up to 800 characters. Please type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit. Examine your print application to be sure your response is complete. Do not use hard returns.)

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                                      |

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> American Oriental Society                       | <input type="checkbox"/> College Forum of the National Council of Teachers of English | <input type="checkbox"/> Ethnomusicology                                   |
| <input type="checkbox"/> American Philological Association               | <input type="checkbox"/> Dictionary Society of North America                          | <input type="checkbox"/> Society for French Historical Studies             |
| <input type="checkbox"/> American Philosophical Association              | <input type="checkbox"/> Economic History Association                                 | <input type="checkbox"/> Society for Military History                      |
| <input type="checkbox"/> American Philosophical Society                  | <input type="checkbox"/> German Studies Association                                   | <input type="checkbox"/> Society for Music Theory                          |
| <input type="checkbox"/> American Political Science Association          | <input type="checkbox"/> Hispanic Society of America                                  | <input type="checkbox"/> Society for the Advancement of Scandinavian Study |
| <input type="checkbox"/> American Schools of Oriental Research           | <input type="checkbox"/> History of Science Society                                   | <input type="checkbox"/> Society for the History of Technology             |
| <input type="checkbox"/> American Society for Aesthetics                 | <input type="checkbox"/> International Center of Medieval Art                         | <input type="checkbox"/> Society of Architectural Historians               |
| <input type="checkbox"/> American Society for Eighteenth-Century Studies | <input type="checkbox"/> Latin American Studies Association                           | <input type="checkbox"/> Society of Biblical Literature                    |
| <input type="checkbox"/> American Society for Environmental History      | <input type="checkbox"/> Law and Society Association                                  | <input type="checkbox"/> Society of Dance History Scholars                 |
| <input type="checkbox"/> American Society for Legal History              | <input type="checkbox"/> Linguistic Society of America                                | <input type="checkbox"/> World History Association                         |

**ACLS Affiliates**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA) | <input type="checkbox"/> Community College Humanities Association        | <input type="checkbox"/> Phi Beta Kappa |
| <input type="checkbox"/> Association of Art Museum Curators  | <input type="checkbox"/> International Society for Third-Sector Research |   |
| <input type="checkbox"/> Association of College & Research Libraries                                       | <input type="checkbox"/> National Coalition of Independent Scholars      |   |

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

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## REFERENCE LETTERS

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**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.** At least one of your referees must be a tenured member of the faculty at your institution. The remaining two should be senior scholars (ideally from outside your institution) who are competent to judge your scholarly accomplishments, capabilities, promise, and the present research proposal.

**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.
- 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 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.

**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				

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SAMPLE



# Charles A. Ryskamp Research Fellowships

Deadline: September 28, 2011

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## PROPOSAL UPLOAD

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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 3) a publications list. **All three items should be collated to upload as one continuous document.**

### 1) PROPOSAL:

In preparing this material, please keep in mind that the review process is multi-disciplinary, drawing on scholars from a broad range of fields in the humanities who may or may not be specialists in the particular area of the discipline addressed by your proposal.

**Content:** A concise statement describing your research project is required. The narrative statement should explain your research plan in relation to the objectives of the Ryskamp Fellowship Program. Please distinguish your plans for research during the proposed period(s) of Ryskamp support from the development of your project in earlier and subsequent years, being as clear as possible about the discrete phases of your research and your writing. Specify the one or more residential interdisciplinary centers, research libraries, or other scholarly archives in which you plan to work and describe why you have selected these sites. If your research plans do not include travel to sites away from your home campus, please explain how the specific resources available at your institution will help you advance your project. Be sure to include in your statement both a description of specific work plans and your assessment of the overall contribution this project will make to the field(s) it engages. Please give your proposal a brief, descriptive title, and label sections of your narrative as appropriate to assist readers.

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 ten double-spaced pages in Times New Roman 11-point font.**

### 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.

**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, and numbers of pages.

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

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

**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 11-point font for all uploaded documents.
- There is a 3 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 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.)
- 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 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:**  
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**NOT UPLOADED**





# Charles A. Ryskamp Research Fellowships

Deadline: September 28, 2011

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	<p>Before submitting your application, make sure you have</p> <ul style="list-style-type: none"> <li>answered all appropriate questions</li> <li>completed and <b>saved</b> all screens</li> <li>uploaded successfully your proposal and accompanying documents</li> </ul> <p>We suggest that you <a href="#">view and/or print your application</a> one last time before submitting it since <b>no revisions are allowed after submission</b>. Your <a href="#">view/print</a> copy should include your uploaded document. If it does not, click the OFA HELP button above for assistance.</p> <p><b>*Please note</b> that, by the application deadline, you must complete the REFERENCE LETTERS section in addition to submitting your application.</p> <p><b>An application that is submitted, but is not complete, will not be considered.</b>  <b>An application that is complete, but is not submitted, will not be considered.</b></p> <p>I have completed the application, and would like to <b>SUBMIT</b> it for ACLS consideration.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">                 SUBMIT APPLICATION             </div>

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