



Sample Application

What follows is a sample of an application for the ACLS Public Fellows Program. It is for informational purposes only.

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



ACLS Public Fellows

Deadline: March 21, 2012, 6PM (EDT)

APPLICATION STATUS: NOT STARTED

Program Choice

Account Information

Log Off

ACLS PUBLIC FELLOWS

ACLS Public Fellows

ACLS invites applications for the second competition of the Public Fellows program. The program will place 13 recent Ph.D.s from the humanities and humanistic social sciences in two-year staff positions at partnering organizations in government and the nonprofit sector. Fellows will participate in the substantive work of these organizations and receive professional mentoring. Compensation will be competitive with new professional employees of the hosting organization and will include health insurance for the fellow.

This program, made possible by a grant from The Andrew W. Mellon Foundation, aims to demonstrate that the capacities developed in the advanced study of the humanities have wide application, both within and beyond the academy.

ACLS seeks applications from Ph.D.s who have received their degrees in the last three years and who aspire to careers in administration, management, and public service by choice rather than circumstance. Competitive applicants will have been successful in both academic and extra-academic experiences.

Applicants must:

1. possess U.S. citizenship or permanent resident status;
2. have a Ph.D. in the humanities or humanistic social sciences conferred between January 2009 and the application deadline; and
3. not have applied to any other ACLS fellowship programs in the 2011-2012 competition year, including the New Faculty Fellows program.

Prospective applicants should read through all the positions listed below and be ready to choose one when beginning the online application process. Applicants may apply to only one position. The deadline for submitted applications is **Wednesday, March 21, 2012, 6pm EDT**, and applications must include: (1) completed application form; (2) cover letter tailored to a specific position; (3) resume; (4) candidate statement; and (5) one nomination letter. Applications for these positions are accepted only through the ACLS Public Fellows program. Only complete applications, submitted through the ACLS Online Fellowship Application system by the deadline, will be considered.

Submitted applications will undergo ACLS's standard rigorous peer review process, which may include interviews by ACLS and by the hosting organization. Reviewers will look for:

1. applicant's academic accomplishment and success;
2. demonstrated relationship between past experience and specified position; and
3. commitment to the public and/or nonprofit sector.

Notification of application status will occur by email in May 2012.

Participating Agencies and Positions

Click on the positions to view the PDF of the full description, which includes detailed information on the hosting organization, the position, and requisite qualifications.

1. Carnegie Mellon University

* [Assistant Director of Athletics, Physical Education and Recreation](#)

2. Consumers Union

* [Policy Analyst](#)

3. Council of American Overseas Research Centers (CAORC)

* [Global Projects Manager](#)

4. Council on Library and Information Resources (CLIR)

* [Program Coordinator and Analyst, Anvil Academic Publishing](#)

5. Forum on Education Abroad

* [Associate Director](#)

6. German Marshall Fund of the United States

* [Program Officer, Leadership and Alumni Development](#)

7. Human Rights Watch

* [Human Rights Researcher/Advocate](#)

8. The Metropolitan Museum of Art

* [Associate Development Officer](#)

9. National Conference of State Legislatures

* [Legislative Studies Specialist](#)

10. Newberry Library

* [Assistant Director, Digital Initiatives and Services](#)

11. New York Public Library

* [Special Projects Coordinator](#)

12. Oxfam America

* [Policy and Research Advisor](#)

13. Union of Concerned Scientists

* [Democracy Analyst](#)

Do not contact any of these organizations with questions (on the position, benefits, etc.). ACLS will field only questions about the fellowship program itself and not on the positions or the organizations. Please carefully review the program description, the positions, and the sample application before contacting ACLS. Questions about the fellowship program can be directed in writing to pstranahan@acsls.org (no calls please).

Select Position:

START APPLICATION



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	<p>1. Are you a US citizen or permanent resident? <input type="radio"/> Yes <input type="radio"/> No</p> <p>2. Was your PhD conferred between January 2009 and the application deadline? <input type="radio"/> Yes <input type="radio"/> No</p> <p>3. Have you applied for any ACLS Fellowships in the 2011-12 competition year, including the New Faculty Fellows program? If so, then you are not eligible for this program. <input type="radio"/> Yes <input type="radio"/> No</p> <p style="text-align: center;"><input type="button" value="CONTINUE"/></p>



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INSTRUCTIONS

In order to be considered, your application must be complete and in SUBMITTED status at **6 p.m., EASTERN DAYLIGHT TIME, Wednesday, March 21, 2012. Your Nomination Letter must also be in "submitted" status at this time.**

The application consists of the application form, which includes the uploaded documents specified in [DOCUMENT UPLOAD](#), and the [NOMINATION LETTER](#). Before beginning the application, please read the instructions for both and 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. When you have completed your application, pause to check it one last time. We strongly suggest that you hit the View/Print Application option and review your application in print 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.
4. Once you are satisfied that your application is complete, you must go to the SUBMIT APPLICATION screen and select **SUBMIT APPLICATION**. Your application status bar must show SUBMITTED at 6 p.m., Eastern Daylight Time, March 21, 2012 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.**

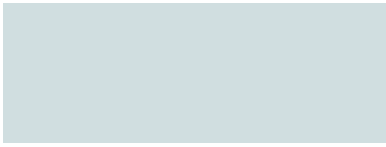
B. How to enter data.

1. 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.)
2. 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.

C. How to get help.

If your question has not been answered here, click on the "OFA HELP" link that appears on the blue bar at the top of each screen to submit your query. If you are unable to use the "OFA HELP" link that appears on the blue bar at the top of each screen (after this one), contact ofahelp@accls.org with questions. (Please use the "OFA HELP" link instead if possible.)

Good luck with your application!



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APPLICANT INFORMATION [OFA HELP](#)

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 December 2012)

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

Gender

Citizenship

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

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 as any paperwork will be sent there.)

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EDUCATION OFA HELP

PhD received from

Date PhD received (mm/yyyy) /

PhD 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 style="width: 40px;" type="text" value="*"/>	<input style="width: 40px;" type="text" value="*"/>	<input style="width: 40px;" type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 300px;" type="text"/>	<input style="width: 40px;" type="text" value="*"/>	<input style="width: 40px;" type="text" value="*"/>	<input style="width: 40px;" type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 300px;" type="text"/>	<input style="width: 40px;" type="text" value="*"/>	<input style="width: 40px;" type="text" value="*"/>	<input style="width: 40px;" type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 300px;" type="text"/>	<input style="width: 40px;" type="text" value="*"/>	<input style="width: 40px;" type="text" value="*"/>	<input style="width: 40px;" type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 300px;" type="text"/>	<input style="width: 40px;" type="text" value="*"/>	<input style="width: 40px;" type="text" value="*"/>	<input style="width: 40px;" type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>



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CURRENT POSITION

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Position

If "Nonacademic / Other", please specify:

If you hold an academic position, please select an institution and specify the department:

Institution

Department

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PROFESSIONAL BACKGROUND [OFA HELP](#)

List positions held (professional, teaching, administrative, curatorial) since college graduation, beginning with your current position. Give the name of the institution/employer, 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

Institution/Employer

Position

From / To /

Description

Institution/Employer

Position

From / To /

Description

Institution/Employer

Position

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ADMINISTRATIVE INFORMATION [OFA HELP](#)

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

List any pending employment applications (jobs and post-doctoral fellowships you applied for) . You can list up to eight. Please list any for which you have advanced to subsequent hiring stages and/or the eight that you feel are most representative of your current career ambitions.

Position

Institution/Employer

Application Date / (mm/yyyy)

Remarks

[Add Record](#)

- 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

1. How did you learn about the ACLS Public Fellows Program? **(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 of Church History | <input type="checkbox"/> Medieval Academy of America |
| <input type="checkbox"/> American Academy of Arts and Sciences | <input type="checkbox"/> American Society of Comparative Law | <input type="checkbox"/> Metaphysical Society of America |
| <input type="checkbox"/> American Academy of Religion | <input type="checkbox"/> American Society of International Law | <input type="checkbox"/> Middle East Studies Association of North America |
| <input type="checkbox"/> American Anthropological Association | <input type="checkbox"/> American Sociological Association | <input type="checkbox"/> Modern Language Association of America |
| <input type="checkbox"/> American Antiquarian Society | <input type="checkbox"/> American Studies Association | <input type="checkbox"/> National Communication Association |
| <input type="checkbox"/> American Association for the History of Medicine | <input type="checkbox"/> Archaeological Institute of America | <input type="checkbox"/> National Council on Public History |
| <input type="checkbox"/> American Comparative Literature Association | <input type="checkbox"/> Association for Asian Studies | <input type="checkbox"/> North American Conference on British Studies |
| <input type="checkbox"/> American Dialect Society | <input type="checkbox"/> Association for Jewish Studies | <input type="checkbox"/> Organization of American Historians |
| <input type="checkbox"/> American Economic Association | <input type="checkbox"/> Association for Slavic, East European, and Eurasian Studies | <input type="checkbox"/> Renaissance Society of America |
| <input type="checkbox"/> American Folklore Society | <input type="checkbox"/> Association for the Advancement of Baltic Studies | <input type="checkbox"/> Rhetoric Society of America |
| <input type="checkbox"/> American Historical Association | <input type="checkbox"/> Association of American Geographers | <input type="checkbox"/> Sixteenth Century Society and Conference |
| <input type="checkbox"/> American Musicological Society | <input type="checkbox"/> Association of American Law Schools | <input type="checkbox"/> Society for American Music |
| <input type="checkbox"/> American Numismatic Society | <input type="checkbox"/> Bibliographical Society of America | <input type="checkbox"/> Society for Cinema and Media Studies |
| <input type="checkbox"/> American Oriental Society | <input type="checkbox"/> College Art Association | <input type="checkbox"/> Society for Ethnomusicology |
| <input type="checkbox"/> American Philological Association | <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 Philosophical Association | <input type="checkbox"/> Dictionary Society of North America | <input type="checkbox"/> Society for Military History |
| <input type="checkbox"/> American Philosophical Society | <input type="checkbox"/> Economic History Association | <input type="checkbox"/> Society for Music Theory |
| <input type="checkbox"/> American Political Science Association | <input type="checkbox"/> German Studies | <input type="checkbox"/> Society for the |

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

American Society for Theatre Research

Association

Hispanic Society of America

History of Science Society

International Center of Medieval Art

Latin American Studies Association

Law and Society Association

Linguistic Society of America

Advancement of Scandinavian Study

Society for the 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

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DOCUMENT UPLOAD

[OFA HELP](#)

To complete your application package, in addition to the application form, you must upload the following items: 1a) cover letter, 1b) resume, and 2) candidate statement. **The cover letter and resume should be uploaded as one continuous document.**

1a) COVER LETTER:

The cover letter should be specific to the position for which you have chosen to apply. It should be addressed to that agency. The cover letter should not exceed two pages in Times New Roman 11-point font.

1b) RESUME:

The resume needs to be in Times New Roman 11-point font and no more than two pages. Please note that we request a resume, which is not the same as a curriculum vitae.

2) CANDIDATE STATEMENT:

In 500 words or less, please elaborate on how your academic and extra-academic experiences have prepared you for the substantive requirements of the Public Fellows position for which you are applying. Please provide information that augments and expands on but does not replicate material from your cover letter.

Documents must adhere to the stated specifications. Applications that exceed the page limits will not be reviewed.

3) DOCUMENT SPECIFICATIONS:

- Items 1a and 1b must be uploaded as one continuous document.
- Margins must be at least one inch on all sides.
- As detailed, 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 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 you have difficulty with your uploads, contact OFA HELP.

4) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

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:

*Cover Letter and
 Resume*

NOT UPLOADED

FILE UPLOAD STATUS:

*Candidate
 Statement*

NOT UPLOADED

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NOMINATION LETTER

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You must enter your nominator on the Nomination Letter page BEFORE they can log in to use the online nomination system. Your nominator will not be able to access the system until you have done this. Once you have entered the information and clicked the "send email" button, a nomination letter request email will be automatically generated and sent with appropriate instructions. We do not accept letters from dossier services such as Interfolio.

You should request the nomination letter from someone who can best speak to your candidacy for the ACLS Public Fellows program and for the position for which you are applying. That person may or may not be someone you worked with during your graduate studies and is not required to be an academic. Rather than a standard academic reference letter (though the letter can address your academic accomplishments), a successful nomination letter will make a convincing case for your particular abilities and experiences and their relevance to the position for which you have chosen to apply.

The Nomination Letter must be submitted online by March 21, 2012. After your nominator has agreed to write on your behalf:

- Tell your nominator to expect an email from ACLS.
- Make absolutely certain you have the correct email address for him/her.
- Enter the nominator's name and email address by clicking on the "Add Nominator" 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 nominator.
- It is possible to enter an additional nominator, but you should do this only if you learn that your first nominator is unable to complete the promised letter. Please note that once a letter has been submitted, another nominator 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 nominator did not receive an email with instructions, please ask him/her to check any email filters. If your nominator still has not received the email, then enter the information again using the "Add Nominator" link below to have the email sent again. (You will not be able to enter the information again, however, if the nominator has begun your letter.)

It is your responsibility to check online to see whether the letter has been submitted. The system will accept a letter after the deadline but that letter will most likely not be added to your application due to the fast-moving timeline of this program.

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.

NOMINATOR INFORMATION [Add Nominator](#)

Nominator Name	Nominator Email	Letter Type	Date Entered	Status
NONE ENTERED				

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	<p>Before submitting your application, make sure you have</p> <ul style="list-style-type: none"> answered all appropriate questions completed and saved all screens uploaded successfully all required documents <p>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.</p> <p>*Please note that, by the application deadline, you must complete the NOMINATION LETTER section in addition to submitting your application.</p> <p>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.</p> <p>I have completed the application, and would like to SUBMIT 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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