



Sample Application

What follows is a sample of an application for the Robert H. N. Ho Family Foundation Collaborative Research Fellowships in Buddhist 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.



The Robert H. N. Ho Family Foundation Program in Buddhist Studies Collaborative Research Fellowships

Deadline: November 15, 2016



何鴻毅家族基金
THE ROBERT H. N. HO FAMILY FOUNDATION

APPLICATION STATUS: NOT STARTED

Program Choice	The Robert H. N. Ho Family Foundation Program in Buddhist Studies - Collaborative Research Fellowships
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	<p>WELCOME TO THE ONLINE APPLICATION FOR THE ROBERT H. N. HO FAMILY FOUNDATION COLLABORATIVE RESEARCH FELLOWSHIPS IN BUDDHIST STUDIES.</p> <p>ACLS invites applications for Collaborative Research Fellowships in Buddhist Studies. This program is supported by a generous grant from The Robert H. N. Ho Family Foundation.</p> <p>Purpose Fellowships support work that might be interdisciplinary or transdisciplinary. International and multilingual projects are encouraged. Especially welcome are projects that relate different Buddhist traditions to each other or that relate scholarship on the broad Buddhist tradition to contemporary concerns in other academic fields. Projects should demonstrate the range and value of collaborative research and inquiry in Buddhist studies and model how such collaboration might be carried out successfully.</p> <p>Applications must identify the project coordinator and the other principal collaborators, all of whom will be named Collaborative Fellows. Applications must propose a clear plan for collaboration with a jointly authored, research-based scholarly product. While scholars collaborate in many ways, such as by reviewing each other's work or by sharing ideas at conferences, these fellowships support only projects in which all Collaborative Fellows dedicate a significant amount of effort to the joint work.</p> <ul style="list-style-type: none">• Each Collaborative Fellow must be released from teaching, administrative duties, and commissioned research on other topics for at least three months during each year of the fellowship period (i.e., a total of six months in a two-year project) to work on the proposed project.• Although Collaborative Fellows might alternate their periods of release from teaching, at least three months must be spent by all Fellows in one location for joint research, study, analysis, or writing. <p>It is preferred that Fellows devote time to the project that is free from teaching, administrative duties, and commissioned research during the academic year. Collaborative Fellows who take leave during the academic year can request stipends up to \$65,000 for a nine month period to help fund release from teaching. If the project work is to take place during vacation months, Fellows can request stipends up to \$23,000 for three months. Funds might also be requested for project costs (travel, communications, acquiring materials). The selection committee will consider Fellows' designation of project time and requested stipends in assessing the team's commitment to the collaborative project. Maximum award cannot exceed \$200,000.</p> <p>No university overhead is permitted.</p> <p>Workshops might be proposed for Fellows and a small number of colleagues working on a similar topic. Conferences might also be proposed, but these must include public events for presentation of the work accomplished during the project. Proposals for workshops and conferences are separate from the 10-page fellowship proposal. However, they must be submitted along with the application for the collaborative fellowship (see PROPOSAL UPLOAD). They will require separate essays describing the purpose and format of the proposed meetings, and will require detailed budgets. Up to \$5,000 is available for workshops; up to \$15,000 for conferences. The total amount of the fellowship, including funds for workshops and conferences, cannot exceed \$200,000.</p>

Requests to fund conferences or workshops will be considered only as part of a broader, research-based project. Conferences or meetings in themselves do not fulfill the requirement for jointly authored, research-based scholarly products.

The project coordinator should apply on behalf of the team with requests for individual stipend amounts (and the associated periods of work on the project) and with requests (if any) for workshops and conferences. It is expected that project funds will be received, disbursed, and reported on by the project coordinator's university.

The fellowship period must begin between July 1, 2017, and September 30, 2018. Fellowship periods can vary according to project needs, but they should be planned for between one and two years' duration.

The Application Process—Please read carefully.

One member of the project team must be designated as the Project Coordinator (PC). The Project Coordinator is responsible for starting the application, entering the names and email addresses of the other collaborator(s), completing the project sections of the application, uploading the proposal, entering information for two project reference letters, and ensuring that all collaborators in the project have submitted their elements of the application. It is anticipated that the Project Coordinator's institution will administer the project costs. Once the PC has entered the list of collaborator(s) into the application, the collaborators will receive emails with registration information and a code to link them to the group application. Each team member will have to complete the individual sections of the application (including personal and professional information) and upload a publications list. In order for an application to be considered, all project collaborators (Project Coordinator and additional team members) must have their application in SUBMITTED status no later than 9 pm US Eastern Standard Time, November 15, 2016. Notifications will be sent by May 2017.

Application Requirements

Applications must include:

- Completed application form submitted through the Online Fellowship Application system
- Participant Information Sheet, listing all Collaborative Fellows (identifying project coordinator)
- 10-page Proposal (double-spaced, in Times New Roman 11 point font). The proposal should describe the intellectual significance of the research project and explain in detail the process of the collaboration. It should make clear the goal of the collaboration, its structure, how credit and acknowledgement would be determined. Finally, the proposal should explain how the collaboration will produce a final outcome more valuable than the sum of individual efforts.
- 2-page Bibliography that places the project in intellectual context and includes relevant work in all of the disciplines involved in the project
- Research Plan, including a timeline of the proposed research activities that specifies the location, duration, and names of individuals involved in each stage. This might be in the form of a graphic timeline or narrative description.
- Publications list for each collaborator (no more than three pages for each collaborator)
- Two reference letters that provide explicit information on the proposed collaborative project and the Collaborative Fellows.
- Budget statement, outlining salary replacement, costs of research assistance, travel, and research materials. (Budget must be in US Dollars. See [sample budget](#).)
- Workshop/Conference proposal(s) (if any). Proposals for workshops and conferences are separate from the 10-page fellowship proposal. However, they must be submitted along with application for the collaborative fellowship (see PROPOSAL UPLOAD). They will require a separate essay describing the purpose and format of the proposed meeting, and will require detailed budgets.

Selection Criteria

Proposals will be judged by the following criteria:

- Intrinsic significance of the project
- Coherence and cogency of presentation
- Potential contribution to Buddhist studies by relating different Buddhist traditions to each other or relating scholarship on the broad Buddhist tradition to contemporary concerns in other academic fields
- Innovation and effectiveness in utilizing diverse disciplinary perspectives and methodologies, and in crossing national, cultural, and linguistic borders
- Feasibility of the plan of work
- Collaborative Fellows' records of achievement and qualifications to carry out the work proposed

If you've received an email invitation from your project coordinator, click on the following button:

START APPLICATION AS TEAM MEMBER

If you are the project coordinator for your group, please click on the following button:

START APPLICATION AS PROJECT COORDINATOR



The Robert H. N. Ho
Family Foundation
Program in Buddhist
Studies
Collaborative Research
Fellowships

Deadline: November 15, 2016



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Program Choice	The Robert H. N. Ho Family Foundation Program in Buddhist Studies - Collaborative Research Fellowships
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1. 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 BuddhistStudies@acsls.org to provide supporting documentation. You should also explain your circumstances in the last question on the Professional Background screen of the application.



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<p>You have passed our preliminary eligibility screening; please click the button below to proceed to the instructions.</p> <p><input type="button" value="CONTINUE"/></p>	

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Program Choice	ELIGIBILITY
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Eligibility	<ul style="list-style-type: none">• Teams may consist of two or more Fellows, preferably not from the same institution.• Every Collaborative Fellow must hold a PhD conferred by an accredited, degree-granting college or university. However, an established scholar who can demonstrate the equivalent of the PhD in publications and professional experience might also qualify.• The application must be written in English by the Project Coordinator.• There are no restrictions as to the location of work proposed, or the citizenship/residence of applicants.• Every Collaborative Fellow must be released from teaching, administrative duties, and commissioned research on other topics for a minimum of three months per year of the fellowship period (i.e., a total of six months in a two-year project) to work on the proposed project.• A minimum of three consecutive months during the fellowship period must be spent by all Collaborative Fellows in one location, for full time joint research, study, analysis, or writing.• A scholarly product must be proposed, to be written in any language. Translations, collections, or databases are not eligible without any accompanying scholarly apparatus.
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What the Collaborative Research Fellowships Program does not fund:

- Large research clusters that do not produce any jointly-authored publications
- Collaborative projects that result in an anthology or edited volume of secondary scholarship
- Projects that are not primarily focused on research
- Projects whose primary aim it is to transform existing research results into digital format
- Projects whose primary emphasis is on organization of events (workshops, conferences, lectures, exhibitions)

Please also refer to [What ACLS Does Not Fund](#).

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Instructions	<p>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 pm, EASTERN STANDARD TIME, November 15, 2016. You should complete the REFERENCE LETTERS section as soon as possible. Your letter writers will have until November 23, 2016, to submit their letters.</p>
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	<p>The Project Coordinator's application consists of five parts: the application form itself; two reference letters (see REFERENCE LETTERS); his/her individual publications list (see PUBLICATIONS LIST UPLOAD); the Research Project page (see RESEARCH PROJECT); and the proposal documents [including the participant information sheet, the proposal itself, the bibliography, the research plan, and the budget statement] (see PROPOSAL UPLOAD).</p> <p>A Collaborator's application consists of two parts: the application form itself and his/her individual publications list (see PUBLICATIONS LIST UPLOAD).</p> <p>In order to have collaborators join the application, the Project Coordinator must proceed to the COLLABORATORS screen and enter their names and email addresses. Once this information has been entered, email invitations will be generated and the collaborator(s) can begin filling out their portions of the applications.</p> <p>A. How to SAVE and SUBMIT your data.</p> <ol style="list-style-type: none">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 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 pm, Eastern Standard Time, November 15, 2016, 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, 2017.

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. Please list all amounts (salary, awards, budget requests) in US Dollars. Use the exchange rate at the time of the application.

C. How to get help.

1. If you have questions about the application process, please consult [FAQ](#). If your question is not answered there, click on the "OFA HELP" link that appears on the blue 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 blue bar at the top of each screen (after this one), contact ofahelp@acsls.org with questions. (Please use the "OFA HELP" link instead if possible.)

Good luck with your application!

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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 2017)

Office
Address

City

State

State/Province (IF NOT US)

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

Country (IF
NOT US)

Telephone () - , ext .

Telephone (IF NOT US)

Fax () -

Home
Address

City

State

State/Province (IF NOT US)

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

Country (IF NOT US)

Telephone () -

Telephone (IF NOT US)

Fax () -

Which is your preferred mailing address?

Be sure to indicate your preferred mailing address.

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EDUCATION [OFA HELP](#)

PhD received from
(To ensure proper processing of your application, your institution's name must be displayed correctly. Enter a few letters of your institution's name to search against our database. Use the full name, not an acronym or abbreviation. If your institution is not listed please spell out the full name in the space provided.)

Date PhD received (mm/dd/yyyy) / /

PhD major discipline

Title of doctoral dissertation

Name of dissertation supervisor

Master's degree received from
(Use the full name, not an acronym or abbreviation.)

Select a degree

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

Master's degree major discipline

BA/BS received from
(Use the full name, not an acronym or abbreviation.)

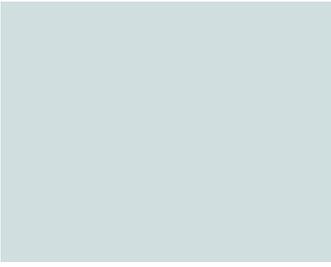
Date BA/BS received (mm/yyyy) /

BA/BS major discipline

List any additional degrees

List up to six 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 type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>



<input type="text"/>	* ▼	* ▼	* ▼	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	* ▼	* ▼	* ▼	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	* ▼	* ▼	* ▼	<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.)

Specialization

Department

Institution

(To ensure proper processing of your application, your institution's name must be displayed correctly. Enter a few letters of your institution's name to search against our database. Use the full name, not an acronym or abbreviation.)

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?

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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.

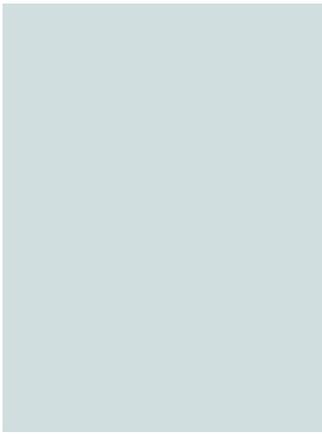
- Please remember:
- use only numbers in the date fields, for example, 09/1995
 - use the format mm/yyyy throughout
 - where an entry continues into the present, leave the "To" field blank
 - use only numbers in all dollar amount fields, i.e., 1000 (DO NOT USE dollar signs or commas)

Institution/Employer

Title

From / To /

If you do not have a PhD and are requesting consideration as a PhD equivalent based on publications and professional experience, please explain your circumstances here. Applicants may also provide additional relevant information (qualifications or service work not listed elsewhere) that might help reviewers better understand their professional background.
(Space is available for up to 800 characters, including spaces.)



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AWARDS [OFA HELP](#)

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

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Description	<p>This information is REQUIRED (except as noted). It is for administrative purposes only and will not be distributed as part of the selection process. The other project participants will not be able to view this portion of your application.</p>	
Eligibility	<p>Please remember:</p> <ul style="list-style-type: none"> • 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) 	
Instructions	<p>Current salary \$ <input type="text"/> (Please approximate in US dollars, per year. Do not add benefits or summer salary).</p>	
FAQ (program)	<p>Amount requested for STIPEND \$ <input type="text"/></p>	
FAQ (technical support)	<p>What is your country of citizenship? <input type="text" value="Select One"/></p>	
Application Form	<p>List other sources of support, for example, sabbatical salary, other fellowships and grants, ALREADY CONFIRMED in connection with your proposed research project. Also indicate the approximate amount of funding and period of support.</p>	
Individual Section	<p>Source <input type="text"/></p> <p>From <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> Amount \$ <input type="text"/></p>	
Contact Information	<p>Source <input type="text"/></p> <p>From <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> Amount \$ <input type="text"/></p>	
Education	<p>Source <input type="text"/></p> <p>From <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> Amount \$ <input type="text"/></p>	
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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.

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/a
- 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

Please specify:

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

- American Philosophical Society
- American Political Science 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
- American Society for Theatre Research
- American Society of Church History
- 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
- Medieval Academy of America
- Metaphysical Society of America
- Middle East Studies Association of North America
- Society for Music Theory
- Society for the Advancement of Scandinavian Study
- Society for the History of Authorship, Reading and Publishing
- 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
- Association of Research Libraries
- Canadian Federation for the Humanities and Social Sciences
- Center for Research Libraries
- Community College Humanities Association
- Consortium of Humanities Centers and Institutes
- Federation of State Humanities Councils
- International Society for Third-Sector Research
- Phi Beta Kappa

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

- ACLS Fellowship
- ACLS/NEH International and Area Studies Fellowship
- ACLS/New York Public Library Fellowship
- ACLS Collaborative Research Fellowship
- ACLS Digital Extension Grant
- ACLS Digital Innovation Fellowship
- ACLS New Faculty Fellows

- Charles A. Ryskamp Research Fellowship
- Frederick Burkhardt Residential Fellowship
- Luce/ACLS Dissertation Fellowship in American Art
- Luce/ACLS Program in China Studies
- Mellon/ACLS Dissertation Completion Fellowship
- Mellon/ACLS Public Fellows
- The Robert H. N. Ho Family Foundation Program in Buddhist Studies
- African Humanities Program
- ACLS Library of Congress Fellowships in International Studies
- American Research in the Humanities in China
- CCK New Perspectives on Chinese Culture and Society
- Chinese Fellowships for Scholarly Development
- Contemplative Practice Fellowship
- Dissertation Fellowships in East European Studies
- Early Career Postdoctoral Fellowships in East European Studies
- East European Studies Language-Training Grants
- Luce/ACLS Grants to Individuals in East and Southeast Asian Archaeology and Early History
- Mellon/ACLS Recent Doctoral Recipients Fellowship
- SSRC/ACLS International Dissertation Research Fellowship

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Program Choice	PUBLICATIONS LIST UPLOAD	OFA HELP
Description	To complete your application package, in addition to the application form, you must upload your publications list.	
Eligibility		
Instructions		
FAQ (program)		
FAQ (technical support)		
Application Form		
Individual Section		
Contact Information		
Education		
Current Position		
Professional Background		
Awards		
Administrative Information		
Publication List Upload	<p>1) PUBLICATIONS LIST:</p> <p>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.</p> <p>The publications must not exceed 3 pages, and can be in whatever format you normally keep it.</p> <p>Please be sure to head your list with your full name.</p> <p>2) DOCUMENT SPECIFICATIONS:</p> <ul style="list-style-type: none">• 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 FAQ/technical support before contacting OFA HELP. <p>Documents must adhere to the page limits and formatting requirements to be reviewed.</p> <p>3) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:</p> <p>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.</p> <p>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</p>	
Project Section		
Collaborators		
Research Project		
Reference Letters		
Proposal Upload		
Submit Application		
View/ Print Application		
Mac Users		
Problem viewing PDF?		
Log Off		

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.

FILE UPLOAD STATUS:

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	COLLABORATORS	OFA HELP								
Program Choice Description Eligibility Instructions FAQ (program) FAQ (technical support) Application Form Individual Section Contact Information Education Current Position Professional Background Awards Administrative Information Publication List Upload Project Section Collaborators Research Project Reference Letters Proposal Upload Submit Application View/ Print Application Mac Users Problem viewing PDF? Log Off	<p>You MUST ENTER the names and email addresses of the Project Collaborator(s) BEFORE they can log in to begin their portion of the application. Once you have entered the information and clicked the "send email" button, an email with appropriate instructions will be sent to the collaborator(s).</p> <p>Note: Every team member who is applying as a Collaborative Fellow, whether or not he/she is requesting an ACLS stipend, must fill out his/her part of the application.</p> <p>If you learn that a collaborator did not receive an email with instructions, enter the information again using the "Invite Collaborator" link below to have the email sent again.</p> <p style="text-align: center;">Invite Collaborator</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name</th> <th style="width: 20%;">Email</th> <th style="width: 15%;">Date Sent</th> <th style="width: 25%;">Application Status</th> </tr> </thead> <tbody> <tr> <td>China Studies (Project Coordinator)</td> <td>chinastudies@acsls.org</td> <td>8/11/2016</td> <td style="text-align: center;">Email sent In Progress Submitted</td> </tr> </tbody> </table>	Name	Email	Date Sent	Application Status	China Studies (Project Coordinator)	chinastudies@acsls.org	8/11/2016	Email sent In Progress Submitted	
Name	Email	Date Sent	Application Status							
China Studies (Project Coordinator)	chinastudies@acsls.org	8/11/2016	Email sent In Progress Submitted							



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Program Choice	RESEARCH PROJECT	OFA HELP
Description	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.	
Eligibility	Do not use hard returns.	
Instructions	Collaborative Fellows:	
FAQ (program)	Project <input type="text"/> Coordinator: (First name Last name)	
FAQ (technical support)	Collaborator <input type="text"/> 1: (First name Last name)	
Application Form	Collaborator <input type="text"/> 2: (First name Last name)	
Individual Section	Collaborator <input type="text"/> 3: (First name Last name)	
Contact Information	Collaborator <input type="text"/> 4: (First name Last name)	
Education	Research Proposal Title (Space is available for up to 250 characters, including spaces.)	
Current Position	<input type="text"/>	
Professional Background	Research Proposal Abstract (Space is available for up to 800 characters, including spaces.)	
Awards	<input type="text"/>	
Administrative Information		
Publication List Upload		
Project Section		
Collaborators		
Research Project		
Reference Letters		
Proposal Upload		
Submit Application		
View/ Print Application		
Mac Users		
Problem viewing PDF?		
Log Off		

Optional: If there is a web page associated with the project, please provide the URL here:

Beginning date for Collaborative Research Fellowship (mm/dd/yyyy) / /

Ending date for Collaborative Research Fellowship (mm/dd/yyyy) / /

Amount requested from ACLS for entire PROJECT (up to \$200,000, for two years) \$

For the purpose of this competition, the field of Buddhist studies is defined broadly to include many academic disciplines and specializations. Applications may relate to such fields as history, philology, philosophy, and studies of religion, and they may engage Buddhist traditions and/or contemporary developments.

For the benefit of the international panel of scholars who will review your application, please state how your project is significant for the broad range of scholarship on Buddhism and any of its specific fields.
(Space is available for up to 2000 characters, including spaces.)

Every Collaborative Fellow must be released from teaching and other obligations for a minimum of three consecutive months per year of the fellowship period (i.e., a total of six months in a two-year project) to work on the proposed project.

Research Leave and Stipend Request--Year ONE:

Project Coordinator From / / (mm/dd/yyyy) to / / (mm/dd/yyyy)

STIPEND:
Project Coordinator \$

Collaborator 1 From / / (mm/dd/yyyy) to / / (mm/dd/yyyy)

STIPEND:
Collaborator 1 \$

Collaborator From / / (mm/dd/yyyy) to / /

2 (mm/dd/yyyy)

STIPEND:
Collaborator \$
2

Collaborator From / / (mm/dd/yyyy) to / /
3 (mm/dd/yyyy)

STIPEND:
Collaborator \$
3

Collaborator From / / (mm/dd/yyyy) to / /
4 (mm/dd/yyyy)

STIPEND:
Collaborator \$
4

Research Leave and Stipend Request--Year TWO:

Project From / / (mm/dd/yyyy) to / /
Coordinator (mm/dd/yyyy)

STIPEND:
Project \$
Coordinator

Collaborator From / / (mm/dd/yyyy) to / /
1 (mm/dd/yyyy)

STIPEND:
Collaborator \$
1

Collaborator From / / (mm/dd/yyyy) to / /
2 (mm/dd/yyyy)

STIPEND:
Collaborator \$
2

Collaborator From / / (mm/dd/yyyy) to / /
3 (mm/dd/yyyy)

STIPEND:
Collaborator \$
3

Collaborator From / / (mm/dd/yyyy) to / /
4 (mm/dd/yyyy)

STIPEND:
Collaborator \$
4

A minimum of three consecutive months must be spent by all Fellows in one location, working full time on the project. Please indicate below the beginning and end dates of the research period spent together:

Year One From / / (mm/dd/yyyy) to / / (mm/dd/yyyy)

Year Two From / / (mm/dd/yyyy) to / / (mm/dd/yyyy)

If you are planning to conduct the 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 the proposal document. (Space is available for up to 150 characters, including spaces.)

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

1.
2.
3.
4.

Other

Please identify up to five disciplinary areas, in order of relevance, that best describe the research project. Do not choose "other" unless none of the options is close to the project's field. For your first selection please choose the specific field that most closely corresponds to the research project.

1. Other
2. Other
3. Other
4. Other
5. Other

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Program Choice	REFERENCE LETTERS	OFA HELP
Description		
Eligibility		
Instructions		
FAQ (program)	<p>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.</p>	
FAQ (technical support)		
Application Form		
Individual Section		
Contact Information		
Education	<p>Two letters of reference are required for each collaborative project. We suggest that you secure as referees scholars who are familiar with the collaborative project and can judge its intellectual significance as well as the qualifications of the collaborators. Not more than one referee should be affiliated with either your or your collaborator's home institution(s). (We do not accept letters from dossier services such as Interfolio.)</p>	
Current Position		
Professional Background		
Awards		
Administrative Information		
Publication List Upload		
Project Section		
Collaborators		
Research Project		
Reference Letters		
Proposal Upload		
Submit Application		
View/ Print Application	<p>Referees are asked to comment on the intellectual significance of the collaborative project, including its ambition and scope, and its potential contribution to scholarship in Buddhist studies. They are also asked to comment on the degree to which the project is a model for collaborative research. Furthermore, they are asked to evaluate the collaborators as scholars, your achievements and ability to conduct and complete the project proposed.</p>	
Mac Users		
Problem viewing PDF?		
Log Off		
	<p>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:</p> <ul style="list-style-type: none">• Ask 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.	
	<p>No more than two letters of reference will be accepted.</p> <ul style="list-style-type: none">• 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, others attempting to submit a letter on your behalf will be prevented from doing so.	
	<p>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.)</p>	

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.

You might 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" version of your application.

REFEREE INFORMATION [Add Referee](#)

Referee Name	Referee Email	Reference Type	Date Entered	Status
NONE ENTERED				

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Program Choice	PROPOSAL UPLOAD	OFA HELP
Description		
Eligibility		
Instructions	<p>To complete your application package, in addition to the application form, you must upload the following items:</p> <ol style="list-style-type: none">1) participant information sheet2) proposal3) bibliography4) research plan5) budget statement6) workshop and/or conference proposal(s) (if any)	
FAQ (program)		
FAQ (technical support)		
Application Form		
Individual Section		
Contact Information	<p>All six items should be collated to upload as one continuous document.</p>	
Education		
Current Position	<p>1) PARTICIPANT INFORMATION SHEET:</p>	
Professional Background		
Awards	<p>The participant information sheet should clearly identify the project Collaborative Fellows and indicate the project coordinator for administrative purposes. Please also list any additional project participants who will not be applying for research funds and their function within the collaboration.</p>	
Administrative Information		
Publication List Upload		
Project Section		
Collaborators	<p>2) PROPOSAL:</p>	
Research Project		
Reference Letters	<p>In preparing this material, please keep in mind that your proposal will be reviewed by an international panel of scholars in Buddhist studies.</p>	
Proposal Upload		
Submit Application	<p>Content: A clear plan for the collaboration with a jointly authored, research-based scholarly product is required. The narrative statement should explain, briefly but with all relevant detail, what you plan to do and why. You should describe progress already made. Your statement should also make clear the relevance of the project to the professional experience of all participants, and discuss the significance of this work within their specific and general fields. Please give your proposal a brief, descriptive title, and label sections of your narrative as appropriate to assist readers.</p>	
View/ Print Application		
Mac Users	<p>The proposal should explain in detail the process and product of the collaboration. It should make clear the goal of the collaboration, its structure, how credit and acknowledgement will be determined. Finally, the proposal should explain how collaboration produces a final outcome more valuable than the sum of individual efforts.</p>	
Problem viewing PDF?		
Log Off		
	<p>The proposal must not exceed 10 double-spaced pages in Times New Roman 11 point font.</p>	
	<p>3) BIBLIOGRAPHY:</p>	
	<p>The bibliography should place the project in intellectual context and should include representative work in all of the disciplines involved in the project.</p>	

The bibliography must not exceed 2 pages, and should be double-spaced between entries.

4) RESEARCH PLAN:

The research plan should include a timeline of the proposed research activities that specifies the location, duration, and names of individuals involved in each stage. This might be in the form of a graphic timeline or narrative description.

5) BUDGET STATEMENT:

The budget statement should outline salary replacement, costs of research assistance, travel, and research materials. See [sample budget](#).

6) WORKSHOP AND/ OR CONFERENCE PROPOSAL(S) [IF ANY]:

Workshops can be proposed for Fellows and a small number of colleagues working on a similar topic in a small seminar-like setting. Conferences can also be proposed, but these must include public events for presentation of the work accomplished during the project.

6a) Proposals for workshops and/or conferences must not exceed 2 double-spaced pages in Times New Roman 11 point font and must state the purpose and format of the proposed meeting.

6b) A detailed budget must be attached to the 2-page proposal. The workshop/conference budget must show the estimated expenses for the proposed meeting. Please explain how particular estimates were derived. Up to \$5,000 is available for workshops; up to \$15,000 for conferences. The total amount of the Collaborative Fellowship, including funds for workshops and conferences, cannot exceed \$200,000.

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

7) DOCUMENT SPECIFICATIONS:

- All six 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 might 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 can number pages consecutively throughout the entire document, or you can number the different sections separately. (Page numbers are most helpful on the proposal, so you can omit them on the other items if you wish.)
- If you have difficulty with your upload, consult the [FAQ/technical support](#) before contacting OFA HELP.

8) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

Your items should be collated in this order—participant information sheet, proposal, bibliography, research plan, budget statement, and workshop/conference proposal (if any)—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.

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After uploading, please check your file to be sure it has uploaded successfully.

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Program Choice	SUBMIT APPLICATION	OFA HELP
Description	All team members are required to SUBMIT their parts of the application.	
Eligibility	Before submitting your application, make sure you have	
Instructions	<ul style="list-style-type: none">• answered all appropriate questions• completed and saved all screens• uploaded successfully your proposal and accompanying documents	
FAQ (program)	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.	
FAQ (technical support)	*Please note that, by the application deadline, you must complete the REFERENCE LETTERS section in addition to submitting your application.	
Application Form	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.	
Individual Section	I have completed the application, and would like to SUBMIT it for ACLS consideration.	
Contact Information	<input type="button" value="SUBMIT APPLICATION"/>	
Education		
Current Position		
Professional Background		
Awards		
Administrative Information		
Publication List Upload		
Project Section		
Collaborators		
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The Robert H. N. Ho Family Foundation Program in Buddhist Studies

Collaborative Research Fellowships

Sample Budget

1. Stipends for Collaborative Fellows

Project Coordinator (Assistant Professor,¹ research leave: Y1: 9/1/17-12/31/17; Y2: 2/1/18–5/31/18, 8 months) \$35,000

Collaborator (Full Professor, research leave: Y1: 2/1/18-5/31/18; Y2: 9/1/18–12/31/2018, 8 months) \$50,000

2. Research Funds (duration of project: 6/1/2017 – 12/31/2018, 19 months)²

A) Travel to research site: British Library, London

<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>
Airfare	2	\$600	\$1,200
Lodging	10 nights/person/2 people	\$175	\$3,500
Food (per diem)	10 days/person/2 people	\$75	\$1,500
Subtotal:			\$6,200

B) Travel between collaborators' home institutions: 4 consecutive months collaborative work

<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>
Airfare	2	\$1000	\$2,000
Commute	15	\$20	\$300
Lodging - NYC	2 months	\$1000	\$2,000
Lodging – Hong Kong	2 months	\$1000	\$2,000
Subtotal:			\$6,300

C) Research assistance, for requesting permissions for reproductions

<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>
Graduate student	40 (hours)	\$20	\$800
Copyright fees	5	\$400	\$2,000
Subtotal:			\$2,800

Total Stipends	\$85,000
Total Research Funds	\$15,300
TOTAL Fellowship Amount Requested	\$100,300

¹ List rank and salary at the time of application submission (Nov. 2016).

² Please note that this is a sample budget. Actual research categories and funds requested will vary by project.