



Sample Application

What follows is a sample of an application for the Robert H.N. Ho Family Foundation Program in Buddhist Studies Dissertation 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.



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



Deadline: November 15, 2016

**APPLICATION STATUS: NOT
STARTED**

Program Choice	The Robert H. N. Ho Family Foundation Program in Buddhist Studies - Dissertation Fellowship
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WELCOME TO THE ONLINE APPLICATION FOR THE ROBERT H. N. HO FAMILY FOUNDATION DISSERTATION FELLOWSHIPS IN BUDDHIST STUDIES.

The Robert H. N. Ho Family Foundation Dissertation Fellowships in Buddhist Studies provide one-year stipends to PhD candidates for full time preparation of dissertations. The fellowship period can be used for fieldwork, archival research, analysis of findings, or for writing after research is complete. Applicants should choose one of two types of support and check the appropriate box on the first page of the application form.

- Research Fellowships for use in the field for fieldwork or archival investigations.
- Writing Fellowships for use after the research is complete, to write the dissertation.

All topics, periods, and approaches in [Buddhist Studies](#) are welcome.

This is a global competition. There are no restrictions as to the location of work proposed, or the citizenship/residence of applicants.

The fellowship tenure is 10 consecutive months devoted full time to the dissertation. Tenure must be initiated by September 30, 2017. No employment is permitted during the fellowship tenure. This fellowship cannot be held concurrently with any other fellowship or grant.

The total award is \$30,000 and should be used for all expenses associated with the fellowship period. Home universities are requested to waive fees for Fellows while allowing access to university facilities during the fellowship year. If university policy or regulations prevent the university from following this procedure, the university should be willing to negotiate with ACLS some other mutually acceptable formula that will avoid the necessity for the Fellow to use the fellowship stipend for university fees.

Fellowships will be granted based on the potential of the applicant, the quality and scholarly significance of the proposed work, and its importance to the development of the field of Buddhist studies.

Specification of Research or Writing fellowships

Applicants must apply for one of these two categories of support. The application essay should state clearly how much work on the dissertation has already been accomplished and in what specific ways progress would be advanced by a Foundation award. The selection committee will consider the intrinsic intellectual merit of the project, the workplan proposed, and evidence of progress made toward completion.

Applications for **research fellowships** should identify the research question(s), the sources to be investigated, criteria by which relevant information will be selected, the location of the project in the disciplinary literature, the methodology and approach to the subject matter, and tentative conclusions.

Applications for **writing fellowships** should state the main thesis or claim, review the sources investigated and secondary literature consulted, and indicate, if possible, an outline of chapters. The proposal should also state what materials have been collected, how research questions might have been answered or modified, and the direction that

analysis will take once writing has begun. ACLS selection committees understand the problem posed by timing – often, applications for writing are composed in the midst of fieldwork or archival research, at a time when all relevant materials have not yet been collected and the dissertation’s argument might be still inchoate. Applicants should address this problem directly in the application essay, describing as accurately as possible what they have managed to accomplish as of the application deadline and how they envision their dissertations taking shape during the period of the writing fellowship.

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

Completed applications must be submitted through the ACLS Online Fellowship Application system (ofa.acls.org) no later than 9 pm Eastern Standard Time, November 15, 2016. Notifications will be sent by May 31, 2017.

Eligibility

- Pursuit of the PhD or equivalent degree at an accredited, degree-granting university or college.
- Completion by April 15, 2017 of all requirements for the PhD degree except research and writing of the dissertation (the equivalent of ABD in the US system). A successful applicant, before being named a Fellow, must provide confirmation of ABD status (this must come from a university official).
- The application must be written in English by the applicant.
- There are no restrictions as to the location of work proposed, or the citizenship/residence of applicants.

Application Elements

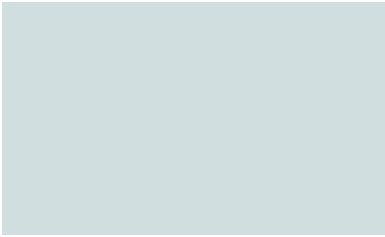
Applications must include:

- Completed application form submitted through the Online Fellowship Application system
- Proposal (no more than 5 double-spaced pages in Times New Roman 11-point font)
- Up to 3 additional pages of images, musical scores, or other similar supporting non-text materials **[Optional]**
- Bibliography (no more than 2 pages double-spaced between entries, Times New Roman 11-point font)
- Two reference letters submitted through the Online Fellowship Application system.
- Institutional Statement from the applicant’s institution (preferably from the applicant’s chair or dean), stating that the applicant will complete all requirements for the PhD except research and writing of the dissertation by April 15, 2017. The person submitting the institutional statement cannot be one of the reference-letter writers. The statement is to be submitted through the Online Fellowship Application system.

Selection Criteria

Proposals will be reviewed by an international panel of scholars in Buddhist studies according to the following criteria:

1. Intrinsic significance of the topic and its potential contribution to Buddhist studies
2. Coherence and cogency of presentation
3. Feasibility of the plan of work
4. Potential of the applicant for an academic career in Buddhist studies



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1. Are you a PhD candidate at an accredited university?

Yes No

2. Will you have completed all requirements for the PhD except the dissertation (ABD-All But Dissertation-status) by April 15, 2017?

Yes No



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

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Application Form Contact Information Education Awards and Publications Dissertation Project Administrative Information Reference Letters	<ul style="list-style-type: none">• Pursuit of the PhD or equivalent degree at an accredited, degree-granting university or college.• Completion by April 15, 2017 of all requirements for the PhD degree except research and writing of the dissertation (the equivalent of ABD in the US system). A successful applicant, before being named a Fellow, must provide confirmation of ABD status (this must come from a university official).• The application must be written in English by the applicant.• There are no restrictions as to the location of work proposed, or the citizenship/residence of applicants..
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	<p>This application consists of three parts: the application form itself, the uploaded proposal document (see PROPOSAL UPLOAD), and reference letters (see REFERENCE LETTERS).</p> <p>BEFORE BEGINNING the application form, please read the Instructions regarding the PROPOSAL UPLOAD and the REFERENCE LETTERS, as well as the following technical instructions.</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. <p>B. How to enter data.</p>

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](#)

Check One: **Research Fellowship** **Writing Fellowship**

Salutation **Dr.**

First Name **Buddhist**

Middle Name/Initial

Last Name **Studies**

Suffix

Primary email address
(should be valid through May 2017)

Institution 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?

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EDUCATION

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PhD to be 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.)

PhD major discipline

Start date of PhD program (use start date of MA if earned en route to the PhD)

 / (mm/yyyy)

Date of **completion of all requirements** for the PhD **except the dissertation** (ABD status)

 / (mm/yyyy)

Expected date of **dissertation defense** (or filing date if institution does not require defense)

 / (mm/yyyy)

Dissertation title

Name of dissertation supervisor

Email address of 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="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"/>
<input type="text"/>	* ▼	* ▼	* ▼	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	* ▼	* ▼	* ▼	<input type="checkbox"/>	<input type="checkbox"/>

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AWARDS AND PUBLICATIONS [OFA HELP](#)

Awards

Beginning with the most recent, list up to ten of the university and external forms of support received during graduate study: fellowships, teaching or research assistantships, tuition grants, scholarship awards, and summer support. Give in each case the dates, purposes (tuition, travel, expenses, etc.), and, where appropriate, the approximate amounts. If you are listing only selected awards, choose those that are most significant. Please do not be concerned if you do not use all ten entries.

Please remember:

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

Award

Award Type

From / To / Amount \$

Purpose

Award

Award Type

From / To / Amount \$

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Purpose

Publications

Please include titles, dates of publication, names of publishers or journals, and number of pages for up to EIGHT publications. (Space is available for up to 1500 characters, including spaces.)

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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.

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

Dissertation Abstract
(Space is available for up to 800 characters, including spaces.)

Proposed dates of fellowship tenure: (use the format mm/dd/yyyy).

From / / To / /

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

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.)

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

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

1.
2.
3.
4.

Other

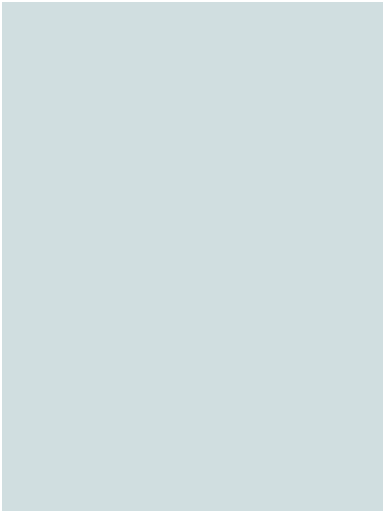
List any countries or geographical areas in which you have done research in the last five years.

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, 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.)

What is your country of citizenship?

List other major funding sources, with approximate amount and tenure period, to which you **ARE APPLYING** for dissertation research or writing support.

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 |

- American Association for the History of Medicine
- American Association of Geographers
- American Comparative Literature Association
- American Dialect Society
- American Economic Association
- American Folklore Society
- American Historical Association
- American Musicological Society
- American Numismatic Society
- American Oriental Society
- American Philosophical Association
- 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
- Association for Asian Studies
- Association for Jewish Studies
- Association for Slavic, East European, and Eurasian Studies
- Association for the Advancement of Baltic Studies
- Association of American Law Schools
- Bibliographical Society of America
- College Art Association
- College Forum of the National Council of Teachers of English
- Dictionary Society of North America
- Economic History Association
- German Studies 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
- Medieval Academy of America
- Metaphysical Society of America
- Middle East Studies Association of North America
- Organization of American Historians
- Renaissance Society of America
- Rhetoric Society of America
- Shakespeare Association of America
- Sixteenth Century Society and Conference
- Society for American Music
- Society for Cinema and Media Studies
- Society for Classical Studies
- Society for Ethnomusicology
- Society for French Historical Studies
- Society for Military History
- 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)
- Canadian Federation for the Humanities and Social Sciences
- Federation of State Humanities Councils
- Association of Art Museum Curators
- Center for Research Libraries
- International Society for Third-Sector Research
- Association of College & Research Libraries
- Community College Humanities Association
- Phi Beta Kappa
- Association of Research Libraries
- Consortium of Humanities Centers and Institutes

3. Have you ever participated, beyond attending, in a scholarly meeting?

If yes, in what capacity? (Please indicate number of times: 0, 1, 2, etc.)

- Delivered a paper
- Organized a panel
- Participated in roundtable discussion
- Participated in poster session



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	<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> <p>Two letters of reference and one institutional statement are required.</p> <p>1. REFERENCE LETTERS. We suggest that you secure as referees scholars competent to judge your record, the present research proposal, and the probable future contribution to the field. One of your referees should be your dissertation supervisor. (We do not accept letters from dossier services such as Interfolio.)</p> <p>Referees are asked to comment on the applicant as a scholar and on the specific proposal to ACLS. They are also 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 of Buddhist studies.</p> <p>2. INSTITUTIONAL STATEMENT. In addition to two letters of reference, we require a statement from the applicant's department chair, dean, or other appropriate institutional representative.</p> <p>The provided form asks the institutional representative to attest that the applicant will complete all requirements for the PhD except research and writing of the dissertation (the equivalent of ABD--All But Dissertation--status in the US system) by April 15, 2017.</p> <p>The person submitting the institutional form cannot be one of the reference letter writers.</p> <p>Letters of reference and the institutional statement 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">• 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. <p>No more than two letters of reference and one institutional statement will be accepted.</p> <ul style="list-style-type: none">• Enter only the required number of 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 reference letters and the first institutional statement submitted will be the letters on file in support of your application. Once the	

maximum number has 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.)

Letters of reference and the institutional statement are due by November 23, 2016. 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.

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](#)

Referee Name	Referee Email	Reference Type	Date Entered	Status
NONE ENTERED				

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SAMPLE



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



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Program Choice	PROPOSAL UPLOAD	OFA HELP
Description		
Eligibility		
Instructions		
FAQ (program)		
FAQ (technical support)		
Application Form		
Contact Information		
Education		
Awards and Publications		
Dissertation Project		
Administrative Information		
Reference Letters		
Proposal Upload		
Submit Application		
View/Print Application		
Mac Users		
Problem viewing PDF?		
Log Off		
	<p>To complete your application package, in addition to the application form, you must upload the following items: a proposal, additional materials [optional], and a project bibliography. Your proposal, additional materials, and project bibliography should be uploaded as one continuous document.</p> <p>1a) PROPOSAL:</p> <p>A concise statement describing your research project is required. The narrative statement should explain, briefly but specifically, what you plan to do and why, as well as describe progress already made. It should discuss the significance of this work within your specific and general fields. Please balance the description of specific work plans against an overview of your goals and the contribution this project will make to the field of Buddhist studies. Title your proposal in a brief, descriptive way and label sections of your narrative as appropriate to assist readers.</p> <p>Applications for research fellowships should identify the research question(s), the sources to be investigated, criteria by which relevant information will be selected, the location of the project in the disciplinary literature, the methodology and approach to the subject matter, and tentative conclusions.</p> <p>Applications for writing fellowships should state the main thesis or claim, review the sources investigated and secondary literature consulted, and indicate, if possible, an outline of chapters. The proposal should also state what materials have been collected, how research questions might have been answered or modified, and the direction that analysis will take once writing has begun.</p> <p>ACLS selection committees understand the problem posed by timing - often, applications for writing are composed in the midst of fieldwork or archival research, at a time when all relevant materials have not yet been collected and the dissertation's argument might be still inchoate. Applicants should address this problem directly in the application essay, describing as accurately as possible what they have managed to accomplish as of the application deadline and how they envision their dissertations taking shape during the period of the writing fellowship.</p> <p>Useful Guidelines</p> <p>The application essay should address all six points. The applicant might find it useful to label sections with the six headings, but this is not required.</p> <ol style="list-style-type: none">1. <i>Main Thesis:</i> The principal argument or problem guiding the proposed research and writing.2. <i>Body:</i> The research problem in more detail with a justification of the research focus and approach. What is already known about the problem and what more needs to be known?3. <i>Literature and sources:</i> The proposed topic placed in the context of existing literature and potential new sources. What will be the criteria for determining which sources are relevant? How will the project extend, modify, or challenge existing scholarship?4. <i>Methods:</i> A detailed description of the methods to be used. How will they be deployed to address the main thesis or argument of the project?	

5. *Significance*: An explanation of the importance of the proposed work to central issues in Buddhist studies, to other disciplines, and to humanities scholarship in general.

6. *Workplan*: The concluding section of the essay should present a plan of work with a timeline for the research and/or writing during the fellowship period. How much has the applicant already accomplished on the project and how much remains to be done? What steps are anticipated during the fellowship period? What is the expected result? The workplan must specify the desired start and end dates for the fellowship period, and must be able to be accomplished within 10 consecutive months.

The proposal must not exceed 5 double-spaced pages in Times New Roman 11-point font. You can, however, include up to an additional 3 pages of images, musical scores, or other similar supporting non-text materials.

1b) BIBLIOGRAPHY:

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

The bibliography must not exceed 2 pages, and should be double-spaced between entries, in Times New Roman 11-point font.

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

2) DOCUMENT SPECIFICATIONS:

- Items **1a**, and **1b** must be uploaded as one continuous document.
- 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 files uploaded, including any graphics or other supporting 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.
- All documents must be in English, though citations can be in other languages (with translations provided).
- If your proposal includes foreign characters, please view it after uploading to be sure these characters convert properly. If not, you might have to first convert your document to .pdf and then 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 uploads, consult the [FAQ/technical support](#) before contacting OFA HELP.

3) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

The proposal elements should be collated in this order—proposal, additional materials [optional], and project bibliography—and uploaded 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 can 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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FILE UPLOAD STATUS:

***Proposal,
Additional
materials
[optional],
Bibliography***

NOT UPLOADED

UPLOAD PROPOSAL

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Program Choice	SUBMIT APPLICATION	OFA HELP
Description		
Eligibility	Before submitting your application, make sure you have	
Instructions		
FAQ (program)	<ul style="list-style-type: none">• answered all appropriate questions• completed and saved all screens• uploaded successfully your proposal and accompanying documents	
FAQ (technical support)		
Application Form		
Contact Information	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.	
Education		
Awards and Publications		
Dissertation Project	*Please note that, by the application deadline, you must complete the REFERENCE LETTERS section in addition to submitting your application.	
Administrative Information	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.	
Reference Letters		
Proposal Upload		
Submit Application	I have completed the application, and would like to SUBMIT it for ACLS consideration.	
View/Print Application	<input type="button" value="SUBMIT APPLICATION"/>	
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