



Sample Application

What follows is a sample of an application for the Robert H.N. Ho Family Foundation Research Fellowship 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.

APPLICATION STATUS: NOT STARTED

Program Choice

Account Information

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

Welcome to the online application for The Robert H. N. Ho Family Foundation Program in Buddhist Studies - Research Fellowships.

The Robert H. N. Ho Family Foundation Research Fellowships in [Buddhist Studies](#) offer support for research and writing in Buddhist studies for scholars who hold a PhD degree, with no restrictions on time from the PhD.

These fellowships provide scholars time free from teaching and other responsibilities to devote full-time to research and writing on the project proposed. The fellowship period can last up to nine months, during which time no teaching, commissioned research on other topics, or administrative duties are allowed. The fellowship can be separated into two periods, each of which must be a minimum of three months. If the entire duration is less than a total of nine months (minimum of six months), the stipend will be prorated. The maximum amount awarded is \$70,000.

There are no restrictions as to the location of the work conducted. Applicants must identify a significant scholarly product (monograph, series of journal articles, etc.) that will result from the fellowship. They will be asked for a final report at the end of the fellowship tenure describing progress made, and will be asked to report on the products resulting from it when they are published.

By accepting a stipend, the Fellow stipulates that she/he has been officially released from teaching, commissioned research, or other employment during the entire fellowship period.

A Research Fellowship might be held concurrently with other fellowships and grants and any sabbatical pay, but the total received cannot exceed 125% of the Fellow's academic annual salary. There is no additional financial support for dependents.

Tenure of the fellowship might begin no earlier than July 1, 2017, and must conclude by June 30, 2019.

All topics, periods, and approaches in Buddhist studies are welcome. This is a global competition. There are no restrictions as to the location of the university that has granted the degree or the university of current employment, or to the citizenship of the applicant.

Eligibility

- Applicants must have a PhD degree conferred by an accredited, degree-granting university. (An established scholar who can demonstrate the equivalent of the PhD in publications and professional experience might also qualify.)
- The PhD degree must be completed by November 15, 2016 (including defense and revisions) and be conferred by May 31, 2017. (If the date of conferral is after the application deadline, the application must include an institutional statement attesting that all requirements for the PhD have been fulfilled. Successful applicants will be asked to submit proof of conferral before being named Fellows.)
- A scholarly product must be proposed, to be written in any language. Translations, collections, or databases are not eligible without an accompanying scholarly apparatus.
- 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.

Selection Criteria

Applications will be evaluated on the basis of

- Intrinsic significance of the topic and its potential contribution to Buddhist studies
- Coherence and cogency of presentation
- Feasibility of the plan of work
- Record of the applicant's previous accomplishments

INSTRUCTIONS TO THE APPLICANT

Before beginning your application, you will be asked question(s) designed to determine preliminary eligibility for this program. Once you have answered the basic eligibility question(s), 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 online no later than 9 pm, Eastern Standard Time, November 15, 2016. Notifications will be sent by May 2017.

The application consists of the following elements:

- Completed application form submitted through the Online Fellowship Application system
- Application essay (no more than 5 double-spaced pages in Times New Roman 11-point font)
- Up to 2 additional pages of images, musical scores, or other similar supporting non-text materials [Optional]
- Project bibliography (no more than 2 pages, double-spaced between entries)
- Applicant's statement (no more than 1 page, single or double-spaced, in Times New Roman 11-point font) describing the intellectual trajectory and experiences that brought the applicant to the current stage of academic career and that motivate plans for the future. This statement might be used to provide information about the candidate not conveyed elsewhere on the application form.
- List of the applicant's publications (no more than 2 pages, double-spaced between entries)
- Three letters of reference
- Institutional statement (required only for applicants whose PhD will be conferred after the application deadline). A letter from the applicant's institution (preferably from the applicant's chair or dean) attesting that the applicant will have completed all requirements for the PhD, including defense and revisions, by November 15, 2016, and that the PhD degree will be conferred by May 31, 2017. No award will be made without confirmation of receipt of the PhD degree.

[START APPLICATION](#)



The Robert H. N. Ho
Family Foundation
Research Fellowships in
Buddhist Studies
Deadline: November 15, 2016



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	<p>1. Do you have a PhD degree officially conferred by an accredited university? (An established scholar who can demonstrate the equivalent of the PhD in publications and professional experience may also qualify.)</p> <p>Note: Your PhD [including defense and revisions] must be completed by November 15, 2016, and conferred no later than May 31, 2017.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><input type="button" value="CONTINUE"/></p>



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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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	<ul style="list-style-type: none"> • Applicants must have a PhD degree conferred by an accredited, degree-granting university. (An established scholar who can demonstrate the equivalent of the PhD in publications and professional experience might also qualify.) • The PhD degree must be completed by November 15, 2016 (including defense and revisions) and be conferred by May 31, 2017. (If the date of conferral is after the application deadline, the application must include an institutional statement attesting that all requirements for the PhD have been fulfilled. Successful applicants will be asked to submit proof of conferral before being named Fellows.) • A scholarly product must be proposed, to be written in any language. Translations, collections, or databases are not eligible without an accompanying scholarly apparatus. • 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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INSTRUCTIONS

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 must complete the [REFERENCE LETTERS](#) section by this time; your letter writers will have until November 23, 2016, to submit their letters.**

This application consists of three parts: the application form itself, the uploaded documents (see [PROPOSAL UPLOAD](#)), and reference letters (see [REFERENCE LETTERS](#)).

BEFORE BEGINNING the application form, please read the Instructions regarding the [PROPOSAL UPLOAD](#) and the [REFERENCE LETTERS](#), as well as the following technical instructions.

A. How to SAVE and SUBMIT your data.

1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the navigation links and/or arrows provided on each application screen.
2. You must **SAVE each time you leave a screen**. If you do not click on SAVE, anything entered since you last hit SAVE on that screen will be lost. (Any work from a previous session will be retained, but any new entries will be lost.) The SAVE button is on the bottom 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 **Professor**

First Name **Buddhist**

Middle
Name/Initial

Last Name **Studies**

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?

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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 completed/conferred
 / (mm/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="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"/>

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

Additional Information

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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. If your institution is not listed please spell out the full name in the space provided.**)*

Date you began this position /
(mm/yyyy)

Are you tenured? ▼

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?

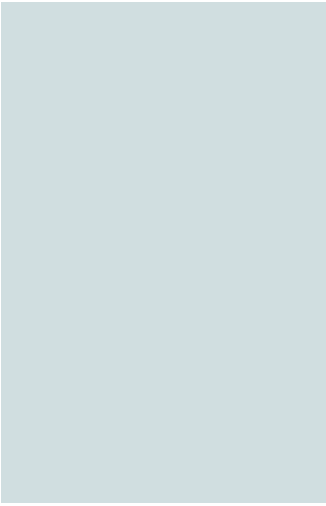
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Program Choice	PROFESSIONAL BACKGROUND	OFA HELP
Description	List positions held (professional, teaching, administrative, curatorial) since college graduation, beginning with current position. Give name of institution, title, and approximate dates of employment for each.	
Eligibility	Please remember:	
Instructions	<ul style="list-style-type: none"> • 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) 	
FAQ (program)	Institution/Employer <input type="text"/>	
FAQ (technical support)	Title <input type="text"/>	
Application Form	From <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>	
Contact Information	Institution/Employer <input type="text"/>	
Education	Title <input type="text"/>	
Current Position	From <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>	
Professional Background	Institution/Employer <input type="text"/>	
Awards	Title <input type="text"/>	
Research Project	From <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>	
Administrative Information	Institution/Employer <input type="text"/>	
Reference Letters	Title <input type="text"/>	
Proposal Upload	From <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>	
Submit Application	Institution/Employer <input type="text"/>	
View/Print Application	Title <input type="text"/>	
Mac Users	From <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>	
Problem viewing PDF?	Institution/Employer <input type="text"/>	
Log Off	Title <input type="text"/>	

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

From / To / Amount \$

Purpose

Award

Award Type

From / To / Amount \$

Purpose

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	<p>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.</p> <p>Do not use hard returns.</p> <p>Research Proposal Title (Space is available for up to 250 characters, including spaces.)</p> <input data-bbox="500 884 1463 978" type="text"/> <p>Research Proposal Abstract (Space is available for up to 800 characters, including spaces.)</p> <input data-bbox="500 1125 1463 1371" type="text"/> <p>Optional: If there is a web page associated with your project, please provide the URL here:</p> <input data-bbox="500 1518 1339 1560" type="text"/> <p>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.</p> <p>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.)</p>

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

From / / To / /

From / / To / /

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

1.

2.

3.

4.

Other

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

1.

2.

3.

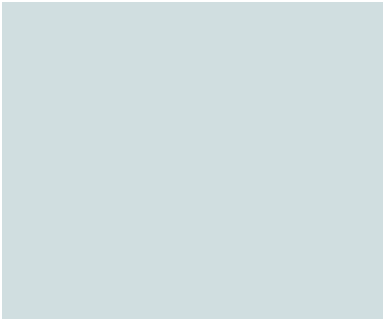
Other

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)

Current salary \$ (Please approximate in U.S. dollars, per year. Do not add benefits or summer salary).

What is your country of citizenship?

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. Please approximate in U.S. dollars.

Source

From / To / Amount \$

Source

From / To / Amount \$

Source

From / To / Amount \$

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

Source

From / To / Amount \$

Source

From / To / Amount \$

Source

From / To / Amount \$

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

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

Gender

With which group(s) do you most identify?

- White (not of Hispanic origin)
- Black (not of Hispanic origin)
- Hispanic or Latino/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 |
| <input type="checkbox"/> American Philosophical Society | <input type="checkbox"/> Hispanic Society of America | <input type="checkbox"/> Society for Music Theory |
| <input type="checkbox"/> American Political Science | <input type="checkbox"/> History of Science | <input type="checkbox"/> Society for the |

Association

American Schools of Oriental Research

American Society for Aesthetics

American Society for Eighteenth-Century Studies

American Society for Environmental History

American Society for Legal History

American Society for Theatre Research

American Society of Church History

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

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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REFERENCE LETTERS

[OFA HELP](#)

PLEASE NOTE: You MUST ENTER YOUR REFEREES on the Reference Letters page BEFORE they can log in to use the online references system. Please do not ask them to access the system until you have done this. Once you have entered the information and clicked the "send email" button, an email will be automatically generated with appropriate instructions to the referee and to your proposed host.

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

Letters of reference must be submitted online. It is your responsibility to convey information about your proposal to your referees. After your referees have agreed to write on your behalf:

- Tell your referees and your host to expect an email from ACLS.
- Make absolutely certain you have the correct email address for each referee.
- Enter each referee's name and email address by clicking on the "Add Referee" link at the bottom of this page. Please capitalize the name properly.
- Once you have entered the information and clicked the "send email" button, an email will be automatically generated with appropriate instructions to the referee.
- It is not necessary to enter all referees at the same time. You can return to this screen at any time to enter referees.

No more than three letters of reference will be accepted.

- Enter only three referees. It is possible to enter additional referees, but you should do this only if you learn that a referee is unable to complete the promised letter.
- **The first three reference letters submitted will be the letters on file in support of your application.** Once three reference letters have been submitted, another referee attempting to submit a letter for you will be prevented from doing so. Be careful not to put anyone in this situation.

If you learn that your referee did not receive an email with instructions, enter the information again using the "Add Referee" link below to have the email sent again. (You will not be able to enter the information again, however, if the referee has begun your letter.)

For your information, the online reference process requests referees to comment on the applicant as a scholar and professional and on the specific proposal to ACLS. Referees are asked to evaluate the scholar's ability to conduct and complete the project proposed, as well as the importance of this project within the general and specific field(s) to which it relates.

Institutional Statement (required only for applicants whose PhD degree will be conferred after the application deadline). The provided form asks the institutional representative (the applicant's department chair, dean, or another appropriate institutional representative) to

confirm that the applicant will have completed all requirements for the PhD, including defense and revisions, by November 15, 2016 and that the PhD degree will be conferred by May 31, 2017.

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 reference letters and the institutional statement 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 application.

REFEREE INFORMATION [Add Referee](#)

Referee Name	Referee Email	Reference Type	Date Entered	Status
NONE ENTERED				

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	<p>To complete your application package, in addition to the application form, you must upload the following items: an application essay, a bibliography, an applicant's statement, and a publications list. The application essay, bibliography, applicant's statement, and publications list must be uploaded as one continuous file.</p> <p>1. a) APPLICATION ESSAY</p> <p>The application essay will be the basis of the evaluation of the project. It must include all of the following:</p> <ul style="list-style-type: none"> • a full statement addressing the relevance of the project to the broader issues in your discipline as well as to the field of Buddhist studies • the intended contribution of the writing or research to existing literature in your discipline • a description of the results expected • a rationale for the length of time requested. It is important to specify the identity and location of sources at archives, libraries, or geographical sites and Buddhist studies colleagues relevant to your project. <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. <i>Significance:</i> 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. <i>Workplan:</i> 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 the fellowship tenure. <p>The application essay must not exceed 5 double-spaced pages in Times New Roman 11-point font. You can, however, include up to 2 additional pages of images, musical scores, or other similar supporting non-text materials.</p>

b) 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 in Times New Roman 11-point font, and should be double-spaced between entries.

c) APPLICANT'S STATEMENT

The applicant's statement should describe the intellectual trajectory and experiences that brought you to the current stage of academic career and that motivate plans for the future. This statement might be used to provide information about you not conveyed elsewhere.

The applicant's statement should be no more than 1 page, single or double-spaced, in Times New Roman 11-point font.

d) PUBLICATIONS LIST

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

The publications list should be no more than 2 pages in Times New Roman 11-point font, and should be double-spaced between entries.

In order to be reviewed, documents must adhere to the specified page limits and formatting.

2) DOCUMENT SPECIFICATIONS:

- Items **a, b, c, and d** 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 combined size of the two files uploaded, including any graphics or supplementary materials, cannot exceed 3 MB.
- Your application will be converted to Portable Document Format (.pdf). Keep formatting simple to avoid problems in the converted document.
- If your proposal includes foreign characters, please view it after uploading to be sure these characters convert properly. If not, you 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.)
- Please adhere to the word-count and page limits listed above. Note: The .pdf conversion process can cause some slight formatting changes. If your converted document exceeds the limit only slightly (but your original document did not), please do not be concerned.
- If you have difficulty with your upload, consult the [FAQ/technical support](#) before contacting OFA HELP.

3) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

Your items should be collated in this order—application essay, bibliography, applicant's statement, and publications list—and submitted as one file.

Files will be accepted in the following formats **ONLY**: Microsoft Word (.doc or .docx), WordPerfect Version 5. or later (.wpd), Text only (.txt), or Adobe Portable Document Format (.pdf). **Your file MUST include the**

appropriate extension (e.g., ".doc"); if you are on a Mac, you will need to enter the extension as part of the file name.

The button below will allow you to upload your documents. 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 documents 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 Document" the revised version will be recorded and the old version erased.

After uploading, please check your files to be sure they have uploaded successfully.

Mac Users:

[Problems viewing PDF?](#)

FILE UPLOAD STATUS:

***Application
Essay,
Bibliography,
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Statement, and
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NOT UPLOADED

UPLOAD DOCUMENT

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