



Sample Application

What follows is a sample of an application for the Henry Luce Foundation/ACLS Dissertation Fellowship in American Art. It is for informational purposes only.

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



Luce/ACLS Dissertation Fellowships in American Art

Deadline: October 26, 2016

APPLICATION STATUS: NOT STARTED

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LUCE/ACLS DISSERTATION FELLOWSHIPS IN AMERICAN ART

WELCOME TO THE ONLINE APPLICATION FOR THE LUCE/ACLS DISSERTATION FELLOWSHIP IN AMERICAN ART.

ACLS invites applications for Luce/ACLS Dissertation Fellowships in American Art, which are designated for graduate students at any stage of PhD dissertation research or writing. The stipend is \$30,000, and the award also provides up to \$4,000 as a travel and research allowance. Ten fellowships are available for a non-renewable, one-year term beginning between June and September 2017 for the 2017-18 academic year. The fellowships may be carried out in residence at the fellow's home institution, abroad, or at another appropriate site for the research. The fellowships may not be used to defray tuition costs or be held concurrently with any other major fellowship or grant.

This program is made possible by funding from the Henry Luce Foundation.

After 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 online no later than 9 pm, Eastern Daylight Time, October 26, 2016. Notifications will be sent via email by late March 2017. [Click](#) for more information.

Eligibility

Applicants must:

- be a PhD candidate in a department of art history in the United States. A student with an appropriate project whose degree will be granted by another department is eligible only if the principal dissertation advisor is in a department of art history. (*Students preparing theses for the Master of Fine Arts degree are not eligible.*)
- have a dissertation focused on a topic in the history of the visual arts of the United States. Projects should be focused foremost on the art object and/or image and employ an art-historical or visual studies approach. Although the topic may be historically and/or theoretically grounded, proposals whose emphases are predominantly socio-historical will not be considered.
- have completed all requirements for the PhD except the dissertation before beginning fellowship tenure
- have not previously applied for this fellowship more than once
- be a US citizen or permanent resident

Application Requirements

Applications must include:

- Completed application form
- Proposal (no more than five pages, double spaced, in Times New Roman 11-point font)
- Illustrations (no more than three pages) [optional]
- Bibliography (no more than 2 pages)
- List of publications, exhibitions, and/or presentations (no more than two pages) [optional]
- Two reference letters, one of which must come from the applicant's dissertation advisor
- A statement from the applicant's institution (preferably from the applicant's department chair, director of graduate studies, or dean). The provided form asks the institutional representative to confirm that the applicant is a doctoral candidate in good standing and that all requirements for the PhD except the dissertation will be completed by the beginning of fellowship tenure. Most importantly, the institutional representative should confirm that (1) the normal academic year tuition payments for the awardee will be waived or will be

provided by the awardee's university, and that (2) the university will continue to provide the student with appropriate access to its research resources and facilities. The person submitting the statement should not be one of the reference letter writers.

Note that transcripts are not required.

Evaluation Criteria

Scholars asked to review applications in this program are instructed to use the following three criteria:

1. The quality of the proposal with regard to its methodology, scope, theoretical framework, and grounding in the relevant scholarly literature.
2. The potential of the project to advance the field of study in art history, both generally and in the specific field(s) it engages.
3. The applicant's record of scholarly engagement and potential for scholarly achievement.

START APPLICATION



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1. Are you a US citizen or permanent resident?

Yes No

2. Are you a PhD candidate in a department of art history in the United States?

Or

Are you a PhD candidate in another department but your principal dissertation advisor is in a department of art history?

Yes No

3. Will you have completed all requirements for the PhD except the dissertation before tenure of the fellowship, and no later than September 2017?

Yes No

4. Is your dissertation focused on an art object and/or image in the history of visual arts of the United States and employ art-historical or visual studies approaches?

Yes No

5. Have you previously applied for this fellowship more than once?

Yes No

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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 DAYLIGHT TIME, October 26, 2016. You should complete the REFERENCE LETTERS section as soon as possible since your letter writers will also have until the application deadline (October 26) 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 Daylight Time, **October 26, 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.

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 **Mr.**

First Name **Jaelen**

Middle Name/Initial

Last Name **Floyd**

Suffix

Primary email address
(should be valid through May 2017)

Institution Address

City

State

State/Province (IF NOT U.S.)

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

Country (IF NOT U.S.)

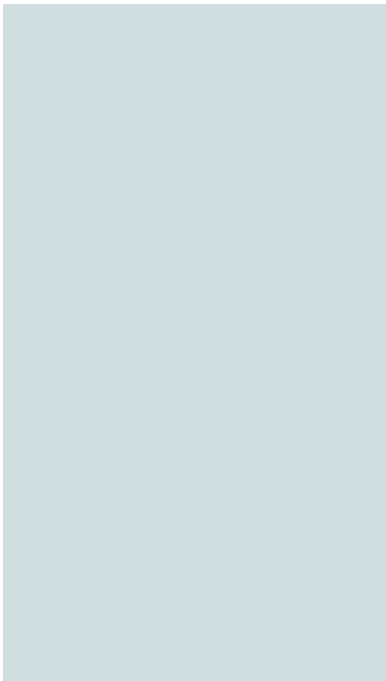
Telephone () - , ext .

Telephone (IF NOT U.S.)

Home Address

City

State



State/Province (IF NOT U.S.)

Zip/Postal Code

(if using a ZIP-plus-4 code, please include hyphen)

Country (IF NOT U.S.)

Telephone

() -

Telephone (IF NOT U.S.)

Which is your preferred mailing address?

(Be sure to indicate your preferred mailing address.)

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EDUCATION [OFA HELP](#)

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.)

Department

PhD major discipline

Expected 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)

Working title of doctoral dissertation

Name of dissertation supervisor

Master's degree 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.)

Select a degree

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

Master's degree major discipline

Title of master's degree thesis

BA/BS 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.)

Date BA/BS received
 / (mm/yyyy)

BA/BS major discipline

List any additional degrees

List up to six foreign languages you can use, indicating proficiency in reading, speaking, and writing. (Use *E=Excellent*, *G=Good*, *F=Fair or less*, *N/A=Not applicable*.) If you are either a *Native Speaker* or *Heritage Speaker* of a language, please indicate by checking the appropriate box.

Language	Reading	Speaking	Writing	Native Speaker	Heritage Speaker
<input style="width: 340px; height: 25px;" type="text"/>	*	*	*	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 340px; height: 25px;" type="text"/>	*	*	*	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 340px; height: 25px;" type="text"/>	*	*	*	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 340px; height: 25px;" type="text"/>	*	*	*	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 340px; height: 25px;" type="text"/>	*	*	*	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 340px; height: 25px;" type="text"/>	*	*	*	<input type="checkbox"/>	<input type="checkbox"/>



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PROFESSIONAL BACKGROUND [OFA HELP](#)

List positions held (professional, teaching, administrative, curatorial) since college graduation, beginning with current position. Give name of institution, title, and approximate dates of employment for each.

Please remember:

- use only numbers in the date fields, for example, 09/1995
- use the format mm/yyyy throughout
- where an entry continues into the present, leave the "To" field blank

Institution/Employer	<input style="width: 90%;" type="text"/>
Title	<input style="width: 95%;" type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>
Institution/Employer	<input style="width: 90%;" type="text"/>
Title	<input style="width: 95%;" type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>
Institution/Employer	<input style="width: 90%;" type="text"/>
Title	<input style="width: 95%;" type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>
Institution/Employer	<input style="width: 90%;" type="text"/>
Title	<input style="width: 95%;" type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>

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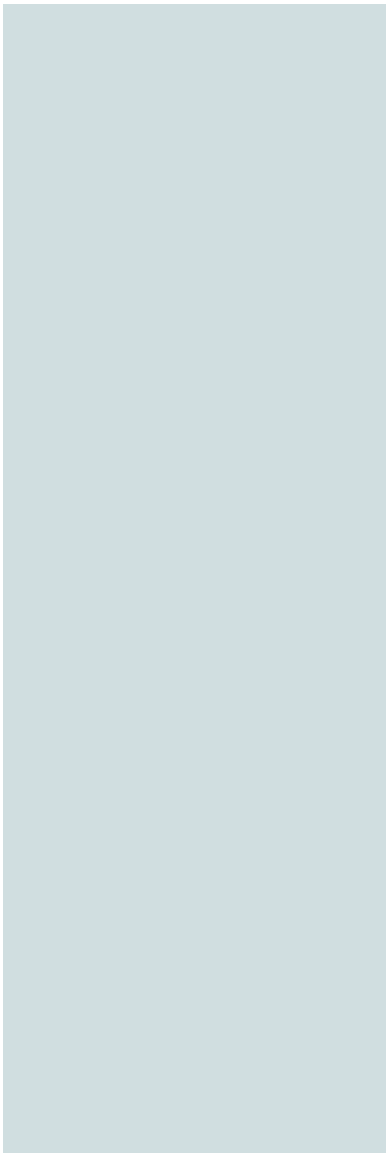
AWARDS [OFA HELP](#)

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	Select One
From	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> To <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> Amount \$ <input style="width: 50px; height: 20px;" type="text"/>
Purpose	
Award	
Award Type	Select One
From	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> To <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> Amount \$ <input style="width: 50px; height: 20px;" type="text"/>
Purpose	
Award	
Award Type	Select One
From	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> To <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> Amount \$ <input style="width: 50px; height: 20px;" type="text"/>
Purpose	
Award	
Award Type	Select One
From	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> To <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> Amount \$ <input style="width: 50px; height: 20px;" type="text"/>
Purpose	
Award	



Award Type

From / To / Amount \$

Purpose

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Award Type

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DISSERTATION PROJECT [OFA HELP](#)

In the text boxes below, please type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit. Excess text may appear on the screen but will not print and will not be visible to reviewers. Examine your print application to be sure your responses are complete.

Do not use hard returns.

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

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

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

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.)*

In what specific field(s) of American art are you specializing?



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ADMINISTRATIVE INFORMATION [OFA HELP](#)

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

Please remember:

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

What is your country of citizenship?

If Other, enter country

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

Beginning date for the Luce Fellowship / / (mm/dd/yyyy)

Ending date for the Luce Fellowship / / (mm/dd/yyyy)

List other sources of support, for example, other fellowships and grants, **ALREADY CONFIRMED** in connection with your dissertation work.

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

Social media

Please specify:

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. 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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REFERENCE LETTERS AND INSTITUTIONAL STATEMENT [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.

Two letters of reference and one institutional statement are required.

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 and relevant subfield(s). Your dissertation advisor must be included as a referee. If your PhD will not be granted from a department of art history, your principal dissertation advisor must be a faculty member in an art history department and their departmental affiliation must be clearly noted in their letter. ACLS does not accept reference letters from dossier services, such as Interfolio or university-based services. [Why?](#)

2. INSTITUTIONAL STATEMENT. In addition to two letters of reference, we require a statement from the applicant's institution, preferably from the applicant's department chair, director of graduate studies, or dean.

The provided form asks the institutional representative to confirm that the applicant is a doctoral candidate in good standing and that all requirements for the PhD except the dissertation will be completed by the beginning of fellowship tenure. Further, the institutional representative should confirm that 1) the normal academic year tuition payments for the awardee will be waived or will be provided by the awardee's university, and that (2) the university will continue to provide the student with appropriate access to its research resources and facilities. If university policy or regulations prevent the university from doing these things, then the university should certify here that it is willing to negotiate with ACLS some other mutually acceptable arrangement.

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:

- 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.

No more than two letters of reference and one institutional statement will be accepted.

- 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 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 the application deadline, October 26, 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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PROPOSAL UPLOAD [OFA HELP](#)

To complete your application package, in addition to the application form, you must upload the following items, which should be **collated to upload as one continuous document**:

- A project proposal, consisting of (a) a REQUIRED narrative statement of not more than 1750 words (approximately 5 double-spaced pages), and (b) in addition, up to 3 OPTIONAL pages of illustrations;
- a REQUIRED bibliography of up to 2 pages; and
- an OPTIONAL publications list of up to 2 pages.

1. PROPOSAL:

(a) Narrative statement:

A concise statement describing your research project is required. It should explain, briefly but specifically, the nature and scope of your project, approaches or methodologies used, and *the significance of this work within your specific and general fields*. It must also include a brief statement on progress already made and a tentative schedule of work to be accomplished during the grant period. Please balance the description of specific work plans against an overview of your goals and the contribution this dissertation will make to the field(s) it engages. Applicants who establish a clear intellectual context for their work will be favored in the selection process. Please title your proposal in a brief, descriptive way and label sections of your narrative as appropriate to assist readers.

The narrative statement must not exceed 5 double-spaced pages in Times New Roman 11-point font.

(b) Illustrations:

This item is optional. Illustrations must not exceed 3 pages, although there may be several to a page. Keep in mind that your proposal is likely to be read on screen, and computer monitors only display at 72 dpi. The easiest way to optimize your file size is to work with images in 72 dpi (i.e., .jpg, .png or .gif formats). You can then simply insert your image(s) into a word processing document. If your image is digitized at a higher resolution (e.g., as a .tif), converting it to 72 dpi will normally reduce the file size to 1/4 of the original. Files can be converted in Photoshop or other image manipulation programs, including freeware available on the Web (search under "free image optimization"). If you are scanning from hard copy, crop out any unnecessary area before scanning. Scan at a maximum of 150 dpi and save in .tif format. Convert to 72 dpi (see above).

Your illustrations may be up to 3 pages.

2) 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.

3) PUBLICATIONS LIST:

This item is optional. If you have published work, curated exhibitions, or delivered papers at conferences, you may submit a list of these items in not more than 2 pages. Do NOT submit a curriculum vitae.

Your publications list must not exceed 2 pages, and may be in whatever format you normally keep it.

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

4) DOCUMENT SPECIFICATIONS:

- All three items must be uploaded as one continuous document.
- Margins must be at least one inch on all sides.
- Use Times New Roman 11-point font for all uploaded documents.
- There is a 3 MB limit on the size of your upload. This means that the total size of the upload, including any graphics or supplementary materials, cannot exceed 3 MB.
- Your application will be converted to Portable Document Format (.pdf). Keep formatting simple to avoid problems in the converted document.
- If your proposal includes foreign characters, please view it after uploading to be sure these characters convert properly. If not, you may have to convert your document to .pdf and upload again to resolve formatting problems.
- Use the header/footer function to number pages. (Do not type the numbers directly into each page of your document text.) You may number pages consecutively throughout the entire document, or you may number the different sections separately. (Page numbers are most helpful on the proposal, so you may omit them on the other items if you wish.)
- If you have difficulty with your upload, consult the [FAQ/technical support](#) before contacting OFA HELP.

5) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

Your items should be collated in this order—proposal, bibliography, publication list—and submitted as one file.

Files will be accepted in the following formats **ONLY**:

Microsoft Word (.doc or .docx), WordPerfect Version 5. or later (.wpd), Text only (.txt), or Adobe Portable Document Format (.pdf). **Your file MUST include the appropriate extension** (e.g., ".doc"); if you are on a Mac, you will need to enter the extension as part of the file name.

The button below will allow you to upload your document. You will be able to browse your computer system to select the file to be uploaded. When you have completed the upload, your file name should appear under "FILE UPLOAD STATUS" below as a blue link. You can confirm that the file has uploaded successfully by clicking on the blue link and viewing your file. Sometimes the process takes a little time: if your file name does not appear as a blue link, refresh the screen using the refresh button in your browser tool bar, or simply leave this screen and come back to it.

As long as your application is still "In Process," you can upload revised versions of your document by simply repeating the upload process and selecting the new/revised version. (This may have the same file name or a new file name.) When you click on "Upload File" the revised version will be recorded and the old version erased.

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

Mac Users:
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FILE UPLOAD STATUS:

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UPLOAD FILE



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Before submitting your application, make sure you have

- answered all appropriate questions
- completed and **saved** all screens
- uploaded successfully your proposal and accompanying documents

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.

***Please note** that, by the application deadline, you must complete the REFERENCE LETTERS section in addition to submitting your application.

**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.**

I have completed the application, and would like to **SUBMIT** it for ACLS consideration.

SUBMIT APPLICATION

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