



## **Sample Application**

What follows is a sample of an application for the Henry Luce Foundation/ACLS Program in China Studies Predissertation-Summer Travel Grant. It is for informational purposes only.

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



# Henry Luce Foundation/ACLS Program in China Studies Predissertation-Summer Travel Grants

Deadline: November 09, 2016

**APPLICATION STATUS: NOT STARTED**

<a href="#">Program Choice</a>	<b>HENRY LUCE FOUNDATION/ACLS PROGRAM IN CHINA STUDIES PREDISSERTATION-SUMMER TRAVEL GRANTS</b>
<a href="#">Account Information</a>	
<a href="#">Log Off</a>	
<div style="margin-top: 20px;"> <p><b>WELCOME TO THE ONLINE APPLICATION FOR THE HENRY LUCE FOUNDATION/ACLS PROGRAM IN CHINA STUDIES PREDISSERTATION-SUMMER TRAVEL GRANTS.</b></p> <p>This program is for graduate students who wish to conduct preliminary preparations in China <i>prior to beginning basic research for the dissertation</i>. These grants are not intended as extensions of the time devoted to basic research but to support the necessary steps to prepare for it.</p> <p>They are for graduate students - with a PhD prospectus in hand or developing one - seeking to investigate the research currently underway in Chinese archives and field sites, to establish contact with Chinese scholars, and to secure necessary permissions for fieldwork or archival research.</p> <p>Applications in all disciplines of the <a href="#">humanities and the humanities-related social sciences</a> are welcome.</p> <p>Application essays must state the rationale for the proposed travel. The essay should provide a plan for the time in China, identifying the individuals, institutions, and sites to be visited. Inclusion of correspondence with contacts in China is desirable.</p> <p>Stipends may be used for costs associated with travel to China: air and ground transportation, visas, and living expenses.</p> <p>Grant tenure must be for at least 3 consecutive months for a preliminary visit to China to prepare for beginning basic research for the dissertation. The grant period must fall between June 1, 2017 and December 31, 2017.</p> <p>Graduate students who have already begun research in China are not eligible.</p> <p>This program is made possible by funding from the Henry Luce Foundation.</p> <p><b>Eligibility</b></p> <ol style="list-style-type: none"> <li>1. Applicants must be enrolled in a PhD program at a university in the United States or Canada.</li> <li>2. The application must contain a letter from the dissertation supervisor stating the need for a summer visit to China prior to dissertation research. This may include work useful to development of the prospectus.</li> <li>3. The application must be written in English.</li> <li>4. A working knowledge of Chinese is required.</li> </ol> <p>Notifications will be sent by May 2017. A final report is required upon completion of the grant.</p> <p><b>Selection Criteria</b></p> <p>Applications will be evaluated on the basis of</p> <ol style="list-style-type: none"> <li>(1) The research design and intellectual organization of the dissertation project, and its significance to the field of China studies.</li> <li>(2) The suitability of the proposed visit to China to prepare for dissertation research in archives or at field sites.</li> </ol> </div>	

(3) The academic potential of the applicant.

(4) The feasibility of the plan of work for the proposed visit to China.

#### **INSTRUCTIONS TO THE APPLICANT**

Before beginning your application, you will be asked 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 9:00 pm, Eastern Standard Time, **November 9, 2016**. Notifications will be sent by May 2017.

The application consists of the following elements:

- Completed application form
- Application essay (no more than 5 double-spaced pages in Times New Roman 11-point font)
- Dissertation Prospectus (no more than 10 double-spaced pages in Times New Roman 11-point font) [Optional]
- Up to 2 additional pages of images, musical scores, or other similar supporting non-text materials [Optional]
- Bibliography (no more than 2 pages, double-spaced between entries)
- One letter of reference
- Supervisor Statement: The application must contain a letter from the dissertation supervisor stating the need for a summer visit to China prior to dissertation research. This may include work useful to development of the prospectus.
- Copies of correspondence with Chinese contacts [Optional]



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	<p>1. Are you enrolled in a PhD program at a university in the United States or Canada?</p> <p>Yes      No</p>

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Instructions	
FAQ (program)	<ol style="list-style-type: none"> <li>2. The application must contain a letter from the dissertation supervisor stating the need for a summer visit to China prior to dissertation research. This may include work useful to development of the prospectus.</li> </ol>
FAQ (technical support)	
Application Form	<ol style="list-style-type: none"> <li>3. The application must be written in English.</li> </ol>
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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 9, 2016**. You must complete the [REFERENCE LETTERS](#) by this time; your letter writers will have until **November 16, 2016**, to submit their letters.

This application consists of three parts: the application form itself, the uploaded proposal document (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 9, 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 documents. 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](mailto: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 **Dr.**

First Name **ACLS**

Middle Name/Initial

Last Name **ACLS**

Suffix

Primary email address (should be valid through May 2017)

**Institution Address**

City

State **Select One**

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

Telephone (    ) -    , ext .

Fax (    ) -

**Home Address**

City

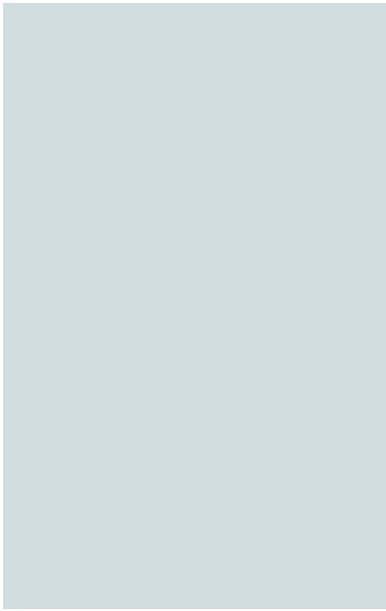
State **Select One**

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? Select

*(Be sure to indicate your preferred mailing address. That is where we will mail [regular first-class US postal service] the letter informing you of the result of your application.)*

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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.)*

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)

Proposed dissertation title

Name of dissertation supervisor

Email address of 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  
Select One

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

Master's degree major discipline

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

Please indicate your proficiency (reading, writing, or speaking) in Classical Chinese, Modern Mandarin, or any other Chinese dialects relevant to your research. (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
	*	*	*		
	*	*	*		
	*	*	*		
	*	*	*		

If there are other aspects of your Chinese 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

List up to six additional foreign languages you can use, indicating proficiency in reading, speaking, and writing.

Language	Reading	Speaking	Writing	Native Speaker	Heritage Speaker
	*	*	*		
	*	*	*		
	*	*	*		
	*	*	*		
	*	*	*		
	*	*	*		



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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

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Purpose

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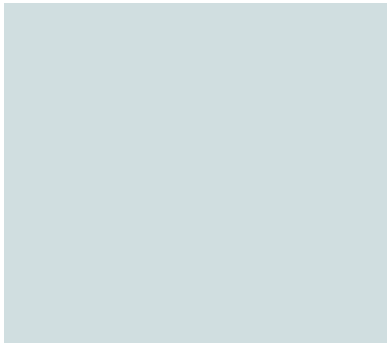
Award Type Select One

From / To / Amount \$

Purpose

**Publications [Optional]**

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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## 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.

Your proposal will be reviewed by scholars in China studies in a variety of different disciplines.

Do not use hard returns.

**Proposed 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:

Proposed dates for preliminary visit to China (minimum 3 consecutive months, between June 1, 2017, and December 31, 2017):

Start date:        /        /        (mm/dd/yyyy)

End date:         /         /         (mm/dd/yyyy)

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

1. Select One
2. Select One

3. Select One

4. Select One

Other

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

1. Select One

2. Select One

3. Select One

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. Select One

Other

2. Select One

Other

3. Select One

Other

4. Select One

Other

5. Select One

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? **Select One**

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

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

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

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**

African Studies Association	American Society of Comparative Law	Modern Language Association of America
American Academy of Arts and Sciences	American Society of International Law	National Communication Association
American Academy of Religion	American Sociological Association	National Council on Public History
American Anthropological Association	American Studies Association	North American Conference on British Studies
American Antiquarian Society	Archaeological Institute of America	Oral History Association
American Association for the History of Medicine	Association for Asian Studies	Organization of American Historians
American Association of	Association for Jewish	Renaissance Society of

Geographers	Studies	America
American Comparative Literature Association	Association for Slavic, East European, and Eurasian Studies	Rhetoric Society of America
American Dialect Society	Association for the Advancement of Baltic Studies	Shakespeare Association of America
American Economic Association	Association of American Law Schools	Sixteenth Century Society and Conference
American Folklore Society	Bibliographical Society of America	Society for American Music
American Historical Association	College Art Association	Society for Cinema and Media Studies
American Musicological Society	College Forum of the National Council of Teachers of English	Society for Classical Studies
American Numismatic Society	Dictionary Society of North America	Society for Ethnomusicology
American Oriental Society	Economic History Association	Society for French Historical Studies
American Philosophical Association	German Studies Association	Society for Military History
American Philosophical Society	Hispanic Society of America	Society for Music Theory
American Political Science Association	History of Science Society	Society for the Advancement of Scandinavian Study
American Schools of Oriental Research	International Center of Medieval Art	Society for the History of Authorship, Reading and Publishing
American Society for Aesthetics	Latin American Studies Association	Society for the History of Technology
American Society for Eighteenth-Century Studies	Law and Society Association	Society of Architectural Historians
American Society for Environmental History	Linguistic Society of America	Society of Biblical Literature
American Society for Legal History	Medieval Academy of America	Society of Dance History Scholars
American Society for Theatre Research	Metaphysical Society of America	World History Association
American Society of Church History	Middle East Studies Association of North America	

**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
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Association of Art Museum  
Curators

Association of College &  
Research Libraries

Association of Research Libraries

Center for Research  
Libraries

Community College  
Humanities Association

Consortium of  
Humanities Centers and  
Institutes

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 LETTER and SUPERVISOR STATEMENT

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**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.

**One letter of reference and one supervisor statement are required.**

**1. REFERENCE LETTER.** We suggest that you secure as referee a scholar competent to judge your record, the present research proposal, and the probable future contribution to the field. (We do not accept letters from dossier services such as Interfolio.)

The referee is also asked to evaluate your working knowledge of Chinese. This is not a formal evaluation; no language exam is required.

**2. SUPERVISOR STATEMENT.** In addition to one letter of reference, we require a statement from the applicant's dissertation supervisor.

The letter must state the applicant's need for a summer visit to China prior to dissertation research. This may include work useful to development of the prospectus. The letter should describe the status of the applicant's progress toward the PhD degree, for example: preparing a prospectus, prospectus in hand, all requirements for the PhD completed except the dissertation.

**The letter of reference and the supervisor 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 one letter of reference and one supervisor statement will be accepted.**

- 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 reference letter and the first supervisor 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.)

**The letter of reference and the supervisor statement are due by November 16, 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: 1) an application essay, a bibliography, and the dissertation prospectus [optional], and 2) correspondence with Chinese contacts (if any). **The application essay, bibliography, and the optional dissertation prospectus, must be uploaded as one continuous file. The correspondence with Chinese contacts, if any, must be uploaded as a separate document.**

### 1a) APPLICATION ESSAY

In preparing this material, please keep in mind that our review process includes China studies scholars from different disciplines.

**Content:** The application essay will be the basis for evaluation of the project. You must submit a double-spaced essay of no more than 5 pages proposing predissertation travel to China prior to beginning basic research for the dissertation.

The essay should discuss the following:

- Status of the PhD prospectus - draft, submitted, approved?
- Title and main research questions of the dissertation project
- Narrative description of the project
- Potential sources to be examined
- Purpose of a preliminary summer visit to China prior to the beginning of dissertation research
- A plan for travel in China, identifying the individuals, institutions, and sites to be visited.

**The application essay must not exceed 5 double-spaced pages in Times New Roman 11-point font.**

### 1b) BIBLIOGRAPHY

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

### 1c) DISSERTATION PROSPECTUS [Optional]

If you choose to include the dissertation prospectus please indicate whether this version is a draft or approved/submitted. It should be reduced in length so as not to exceed **10 double-spaced pages in 11 pt. Times New Roman font.**

### 2) CORRESPONDENCE WITH CHINESE CONTACTS [Optional]

Copies of relevant correspondence with Chinese contacts relating to your proposed research must be scanned and uploaded as a separate document. (You may submit the correspondence in the original language.)

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

### 3) DOCUMENT SPECIFICATIONS:

- Items **1a**, **1b**, and **1c** must be uploaded as one continuous document. Item **2** should be uploaded as a separate 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 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 [this excludes correspondence with Chinese contacts], though citations may 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 may 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 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 uploads, consult the [FAQ/technical support](#) before contacting OFA HELP.

**4) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:**

The proposal elements should be collated in this order—application essay, bibliography, and dissertation prospectus [optional] —and uploaded as one file. The correspondence with Chinese contacts (if any) should be uploaded as a separate document.

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 Proposal" 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  
 (Application essay,  
 bibliography, and  
 optional  
 dissertation  
 prospectus)*** NOT UPLOADED

***Correspondence  
 with Chinese  
 contacts*** NOT UPLOADED





*[Optional]*

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SAMPLE



# Henry Luce Foundation/ACLS Program in China Studies Predissertation-Summer Travel Grants

Deadline: November 09, 2016

**APPLICATION STATUS: IN PROCESS**

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Program Choice	<b>SUBMIT APPLICATION</b>	<a href="#">OFA HELP</a>
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	<p>Before submitting your application, make sure you have</p> <ul style="list-style-type: none"> <li>answered all appropriate questions</li> <li>completed and <b>saved</b> all screens</li> <li>uploaded successfully your proposal and accompanying documents</li> </ul> <p>We suggest that you <a href="#">view and/or print your application</a> one last time before submitting it since <b>no revisions are allowed after submission</b>. Your <a href="#">view/print</a> copy should include your uploaded document. If it does not, click the OFA HELP button above for assistance.</p> <p><b>*Please note</b> that, by the application deadline, you must complete the <a href="#">REFERENCE LETTERS</a> section in addition to submitting your application.</p> <p><b>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.</b></p> <p>I have completed the application, and would like to <b>SUBMIT</b> it for ACLS consideration.</p>	

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