



Sample Application

What follows is a sample of an application for the Robert H.N. Ho Family Foundation Grants for Critical Editions and Scholarly Translations. It is for informational purposes only.

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



The Robert H. N. Ho Family Foundation Grants for Critical Editions and Scholarly Translations

Deadline: November 15, 2017



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

APPLICATION STATUS: NOT STARTED

Program Choice	The Robert H. N. Ho Family Foundation Grants for Critical Editions and Scholarly Translations
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	<p>Welcome to the online application for The Robert H. N. Ho Family Foundation Program in Buddhist Studies - Grants for Critical Editions and Scholarly Translations.</p> <p>Critical editions are of crucial importance to the expanding field of Buddhist Studies. Translation has been at the core of Buddhism since the Buddha's instruction to his monks to teach the dharma in many languages.</p> <p>These grants support a broad range of endeavor, from the creation of critical editions (with full scholarly apparatus), to translation of canonical texts into modern vernaculars, to the translation of scholarly works on Buddhism from one modern language into another.</p> <p>Collaborative projects will receive priority. Ideally, they will involve scholars who are native speakers of the relevant source and target languages, and/or scholars experienced in research and study in those languages.</p> <p>Award funds can be used as stipends for work performed (e.g., to secure release time), for travel, and for related office costs, including reproduction or digitization of images, according to a proposed budget.</p> <p>There are no restrictions as to the language of the final product prepared for publication.</p> <p>Pending confirmation of funding, ACLS anticipates offering publication subventions to recipients of these grants who complete manuscripts. The subventions will be available through a separate competition to be announced at a later time.</p> <h3>Eligibility</h3> <ul style="list-style-type: none">• Individual applicants and leaders of collaborative teams must have PhD degrees conferred by an accredited university. Your PhD [including defense and revisions] must be completed by November 15, 2017, and conferred no later than May 31, 2018. (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 Grantees.) (An established scholar who can demonstrate the equivalent of the PhD in publications and professional experience may also qualify.)• The application must be written in English by the applicant.• There are no restrictions as to residence or citizenship of applicants, or as to location of work. <h3>Selection Criteria</h3> <p>Applications will be evaluated on the basis of</p> <ul style="list-style-type: none">• Significance of the text to be edited or translated• The potential contribution to Buddhist studies of the critical edition and/or translation, especially the potential benefit to scholarly communities using the target language• Feasibility of the plan of work and the budget proposed• Record of applicants' accomplishment in scholarship and editing/translation

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, 2017. Notifications will be sent by May 2018.

The application consists of the following elements:

- Completed application form submitted through the Online Fellowship Application system
- Proposal (no more than 5 double-spaced pages in Times New Roman 11-point font)
- Up to 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)
- Sample of the text(s) proposed for critical edition or translation: in the original and in translated/edited form. Applicants/teams who have not yet started the project should submit a sample from previous work.
- Budget Statement, outlining salary replacement, costs of travel, research materials, research assistants, etc. (No indirect costs or institutional overhead is permitted)
- List of the applicant's publications (no more than 2 pages, double-spaced between entries)
- Three letters of reference that provide explicit information on the proposed project and the applicant (and the collaborators, if any)
- 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, 2017, and that the PhD degree will be conferred by May 31, 2018. No award will be made without confirmation of receipt of the PhD degree.
- For Collaborative Projects: A brief description of the collaborative team: it should list all the collaborators who will work on the project (including the applicant) and their affiliations; brief statements about each team member's proposed contribution to the project; and any additional information about the team not listed elsewhere in this application.
- For Collaborative Projects: CVs of all collaborators (not required from team leader/applicant) (no formatting restrictions)

START APPLICATION



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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.)

Note: Your PhD [including defense and revisions] must be completed by November 15, 2017, and conferred no later than May 31, 2018.

Yes No



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

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- Individual applicants and leaders of collaborative teams must have PhD degrees conferred by an accredited university. Your PhD [including defense and revisions] must be completed by November 15, 2017, and conferred no later than May 31, 2018. (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 Grantees.) (An established scholar who can demonstrate the equivalent of the PhD in publications and professional experience may also qualify.)
- The application must be written in English by the applicant.
- There are no restrictions as to residence or citizenship of applicants, or as to location of work.

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Program Choice	INSTRUCTIONS
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Eligibility	
Instructions	<p>You may make as many visits to your application as you wish, and revise any information in your application until it has been submitted. In order to be considered, your application must be complete and in SUBMITTED status at 9 pm, EASTERN STANDARD TIME, November 15, 2017. You must complete the REFERENCE LETTERS section by this time; your letter writers will have until November 22, 2017, to submit their letters.</p>
FAQ (program)	<p>This application consists of three parts: the application form itself, the uploaded documents (see PROPOSAL UPLOAD), and reference letters (see REFERENCE LETTERS).</p>
FAQ (technical support)	<p>BEFORE BEGINNING the application form, please read the Instructions regarding the PROPOSAL UPLOAD and the REFERENCE LETTERS, as well as the following technical instructions.</p>
Application Form	<p>A. How to SAVE and SUBMIT your data.</p>
Contact Information	<ol style="list-style-type: none"> 1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the navigation links and/or arrows provided on each application screen.
Education	<ol style="list-style-type: none"> 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.
Current Position	<ol style="list-style-type: none"> 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.
Professional Background	<ol style="list-style-type: none"> 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.
Awards	<ol style="list-style-type: none"> 5. Your application status bar must show SUBMITTED at 9 pm, Eastern Standard Time, November 15, 2017, 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.
Project Proposed	<ol style="list-style-type: none"> 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, 2018.
Administrative Information	<p>B. How to enter data.</p>
Reference Letters	<ol style="list-style-type: none"> 1. You may begin completing the application at any section.
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2. What you type into the form is exactly what will be seen by our reviewers. Therefore, please fill out the form carefully, paying attention to spelling, punctuation, grammar, and case. (For instance, do not use all caps.)
3. Text boxes will hold only a limited amount of text. Where longer answers are permitted, the number of available characters will normally be indicated. We suggest that you type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit: excess text may appear on the screen but will not print and will not be visible to reviewers. Examine your print application to be sure your response is complete.
4. Dates should always be entered in the format mm/yyyy or mm/dd/yyyy where indicated. Where an entry continues into the present, please simply leave the ending date blank (mm/yyyy - [blank]).
5. Begin typing all answers at the extreme left hand side of the response area or box; do not leave a space or indent at the beginning of your answer.
6. In all dollar amount fields, use only digits. Please do not use the dollar sign or commas. Please list all amounts (salary, awards, budget requests) in US Dollars. Use the exchange rate at the time of the application.

C. How to get help.

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

Good luck with your application!

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CONTACT INFORMATION

[OFA HELP](#)

Salutation

First Name

Middle
Name/Initial

Last Name

Suffix

Primary email address
(should be valid through May 2018)

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
Select One ▼

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.)

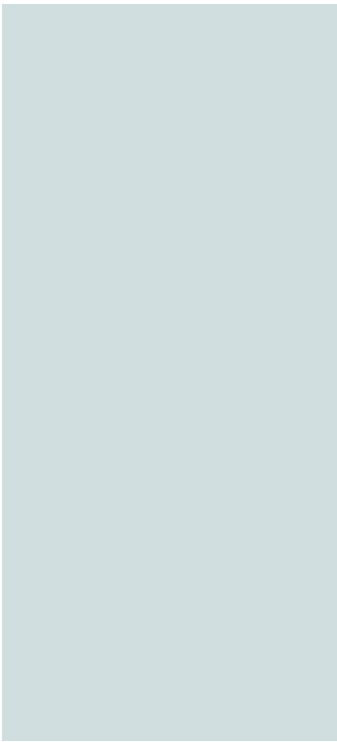
Date BA/BS received
 / (mm/yyyy)

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
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	Speaker	Speaker
<input type="text"/>	* ▼	* ▼
<input type="text"/>	* ▼	* ▼
<input type="text"/>	* ▼	* ▼
<input type="text"/>	* ▼	* ▼
<input type="text"/>	* ▼	* ▼
<input type="text"/>	* ▼	* ▼

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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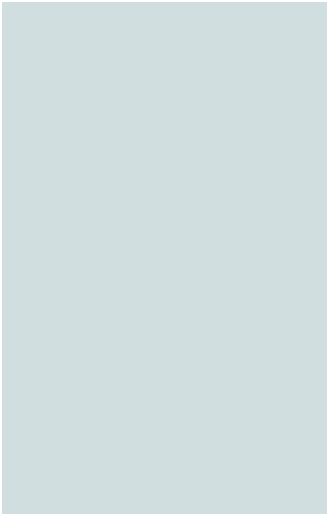
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Program Choice	PROFESSIONAL BACKGROUND OFA HELP
Description	
Eligibility	List positions held (professional, teaching, administrative, curatorial) since college graduation, beginning with current position. Give name of institution, title, and approximate dates of employment for each.
Instructions	
FAQ (program)	
FAQ (technical support)	
Application Form	Please remember:
Contact Information	<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)
Education	
Current Position	Institution/Employer <input type="text"/>
Professional Background	
Awards	Title <input type="text"/>
Project Proposed	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"/>
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Log Off	Title <input type="text"/>
	From <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>
	Institution/Employer <input type="text"/>
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	From <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>
	Institution/Employer <input type="text"/>
	Title <input type="text"/>
	From <input type="text"/> / <input type="text"/> To <input type="text"/> / <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

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Description	Please indicate your application and project type:	
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Instructions	2. Project type: <input type="radio"/> CRITICAL EDITION <input type="radio"/> SCHOLARLY TRANSLATION <input type="radio"/> BOTH	
FAQ (program)	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.	
FAQ (technical support)	Do not use hard returns.	
Application Form	Proposal Title (Space is available for up to 250 characters, including spaces.)	
Contact Information	<input type="text"/>	
Education	Proposal Abstract (Space is available for up to 800 characters, including spaces.)	
Current Position	<input type="text"/>	
Professional Background	Optional: If there is a web page associated with your project, please provide the URL here:	
Awards	<input type="text"/>	
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For the purpose of this competition, the field of Buddhist studies is defined broadly to include many academic disciplines and specializations. Applications may relate to such fields as history, philology, philosophy, and studies of religion, and they may engage Buddhist traditions and/or contemporary developments.

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

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

From / / To / /

From / / To / /

List any countries or geographical areas on which your project 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 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 project.

1. Other

2. Other

3. Other

4. Other

5. Other

For Collaborative Projects: Please list all your collaborators who will work with you on this project. Please include name, rank, affiliation, and email.

Collaborator
1

First Name:

Last Name:

Affiliation:

Rank:

Email:

Collaborator
2

First Name:

Last Name:

Affiliation:

Rank:

Email:

Collaborator
3

First Name:

Last Name:

Affiliation:

Rank:

Email:

Collaborator
4

First Name:

Last Name:

Affiliation:

Rank:

Email:

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

American Political Science Association

American Schools of Oriental Research

American Society for Aesthetics

American Society for Eighteenth-Century Studies

American Society for Environmental History

American Society for Legal History

American Society for Theatre Research

American Society of Church History

ACLS Affiliates

Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA)

Association of American Colleges and Universities

Association of Art Museum Curators

Association of College & Research Libraries

Association

Hispanic Society of America

History of Science Society

International Center of Medieval Art

Latin American Studies Association

Law and Society Association

Linguistic Society of America

Medieval Academy of America

Metaphysical Society of America

History

Society for Music Theory

Society for the Advancement of Scandinavian Study

Society for the History of Authorship, Reading and Publishing

Society for the History of Technology

Society of Architectural Historians

Society of Biblical Literature

Society of Dance History Scholars

World History Association

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

SAVE

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The Robert H. N. Ho Family Foundation

Grants for Critical Editions and Scholarly Translations

Deadline: November 15, 2017



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

APPLICATION STATUS: IN PROCESS

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Program Choice	REFERENCE LETTERS	OFA HELP
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Instructions		
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FAQ (technical support)		
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Contact Information		
Education		
Current Position		
Professional Background		
Awards		
Project Proposed		
Administrative Information		
Reference Letters		
Proposal Upload		
Submit Application		
View/Print Application		
Mac Users		
Problem viewing PDF?		
Log Off		

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 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, 2017 and that the PhD degree will be conferred by May 31, 2018.

Letters of reference and the institutional statement are due by November 22, 2017. 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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SAMPLE

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Program Choice	PROPOSAL UPLOAD	OFA HELP
Description		
Eligibility		
Instructions	<p>To complete your application package, in addition to the application form, you must upload the following items: a proposal, a project bibliography, a sample of the text(s) proposed for the critical edition or translation, a budget statement, and a publications list. The proposal, project bibliography, sample text(s), budget, and publications list must be uploaded as one continuous file.</p>	
FAQ (program)		
FAQ (technical support)		
Application Form		
Contact Information		
Education	<p>1. a) PROPOSAL</p> <p>Please give your proposal a brief, descriptive title, and label sections of your narrative as appropriate to assist readers.</p>	
Current Position		
Professional Background	<p>The proposal will be the basis of the evaluation of the project. It must include all of the following:</p>	
Awards		
Project Proposed	<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 critical edition or scholarly translation to existing literature in your discipline • a rationale for the length of time requested • specification of the identity and location of sources at archives, libraries, or geographical sites, as well as of Buddhist studies colleagues relevant to your project • For collaborative projects: A clear plan for collaboration on the jointly prepared scholarly product is required. The narrative statement should explain, briefly but with all relevant detail, what you plan to do and why. You should describe progress already made. Your statement should also make clear the relevance of the project to the professional experience of all participants, and discuss the significance of this work within their specific and general fields. The proposal should explain in detail the process and product of the collaboration. It should make clear the goal of the collaboration, its structure, how credit and acknowledgement will be determined. Finally, the proposal should explain how collaboration will produce a final outcome more valuable than the sum of individual efforts. 	
Administrative Information		
Reference Letters		
Proposal Upload		
Submit Application		
View/Print Application		
Mac Users		
Problem viewing PDF?		
Log Off		
	<p>The proposal 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>	
	<p>b) PROJECT BIBLIOGRAPHY</p>	
	<p>The bibliography should provide an overview of essential references for your project, and should balance the various sorts of key materials being used.</p>	
	<p>The bibliography must not exceed 2 pages in Times New Roman 11-point font, and should be double-spaced between entries.</p>	

c) SAMPLE TEXT(S)

Please provide at least one text, in the original and in your edition/translation, that you (and your team, if applicable) have edited/translated. If you have already started the project proposed here, please provide a text included in your current work. If not, please upload a sample from your recent work.

The original text(s) may be in the original format. The prepared text(s) (edition/ translation) should be no more than 10 pages, double-spaced, in Times New Roman 11-point font.

d) BUDGET STATEMENT

The budget statement should indicate salary replacement, costs of travel, research materials, research assistants, etc. (No indirect costs or institutional overhead is permitted).

e) 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) FOR COLLABORATIVE PROJECTS:

- A brief description of the collaborative team: it should list all the collaborators who will work on the project (including the applicant) and their affiliations; brief statements about each team member's proposed contribution to the project; and any additional information about the team not listed elsewhere in this application.
- CVs of all collaborators (not required from team leader/applicant) (no formatting restrictions)

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

3) DOCUMENT SPECIFICATIONS:

- Items a, b, c, d and e must be uploaded as one continuous document. For collaborative Projects: items under 2) must be collated and 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.

4) 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. For collaborative Projects: items under 2) must be collated and uploaded as one continuous 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 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:

Proposal,
Bibliography,
Sample Text(s),
Budget, and
Publications List

NOT UPLOADED

UPLOAD DOCUMENT

FOR
COLLABORATIVE
PROJECTS:
Description of
collaborative
team AND CVs of
all collaborators

NOT UPLOADED

UPLOAD DOCUMENT



The Robert H. N. Ho
Family Foundation
Grants for Critical Editions
and Scholarly Translations
Deadline: November 15, 2017



APPLICATION STATUS: IN PROCESS

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

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