



Sample Application

What follows is a sample of an application for the Robert H.N. Ho Family Foundation Program in Buddhist Studies New Professorship. It is for informational purposes only.

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



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

New Professorships

Deadline: January 10, 2018



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 Program in Buddhist Studies - New Professorships
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WELCOME TO THE ONLINE APPLICATION FOR THE ROBERT H. N. HO FAMILY FOUNDATION NEW PROFESSORSHIPS IN BUDDHIST STUDIES.

New Professorships in Buddhist studies offer multi-year grants to colleges and universities wishing to establish or expand teaching in [Buddhist Studies](#).

- Institutions of higher education worldwide are eligible to apply for grants up to \$300,000 (to be expended over four years) in support of new teaching positions in Buddhist studies.
- Award funds should be used only for the new professor's salary, benefits, and research expenses, not for indirect or administrative costs, or office expenses.
- In addition, applicant institutions are eligible to request funds for costs related to a competitive search for the proposed position. The total amount requested must not exceed the \$300,000 maximum.
- A letter must be attached to the application from the institution's president, vice-chancellor, rector, provost, or dean expressing the institution's commitment to maintain the seeded position as a permanent, tenure-track post after the expiration of The Robert H. N. Ho Family Foundation funding. At institutions without a tenure-track system, the applicant must commit to continuing the position for a substantial period after the expiration of grant funding and must provide a description of how this commitment fits its contractual practices.
- The heart of the application is a statement outlining the proposed position—its responsibilities, departmental location, its rank, the fit with the institution's mission and curricular plans, and the qualifications sought in potential appointees. The statement should describe the process of identifying the appointee.

Completed applications must be submitted online no later than 9 pm, Eastern Standard Time, January 10, 2018. Notifications will be sent by May 31, 2018.

Eligibility

- Institutions of higher education worldwide, accredited colleges and universities, are eligible to apply.
- The application must be written in English.
- This is a global competition. There are no restrictions as to the location of the institution or the language(s) of instruction.
- Applications must include a multi-year plan for matching at least 1/3 of Foundation funding over the grant period, but the matching ratio need not be the same each year. (Please see a sample schedule for sequenced funding that meets the matching requirement [here](#).)

Award Details

- Award funds should be used only for the new professor's salary, benefits, and research expenses, not for indirect or administrative costs, or office expenses.

- No university overhead is permitted.
- Applicant institutions are eligible to request funds for costs related to a competitive search for the proposed position. The total amount requested must not exceed the \$300,000 maximum award.

The Application Process

A representative from the applicant institution must apply in the name of the college/university. This person will be responsible for completing the application, uploading all required documents, and submitting the application before the deadline. She/he will also be responsible for all correspondence with ACLS regarding this competition and the award, if granted.

Application Requirements

- Completed application form submitted through the Online Fellowship Application system
- A letter from the institution's president, vice-chancellor, rector, provost, or dean expressing the institution's commitment to maintain the seeded position as a permanent, tenure-track post after the expiration of funding from The Robert H. N. Ho Family Foundation. The letter should state why the institution wishes to develop Buddhist studies. (no more than 3 single-spaced pages in Times New Roman 11 point font)

At institutions without a tenure-track system, the applicant must commit to continuing the position for a substantial period after the expiration of grant funding and must provide a description of how this commitment fits its contractual practices.

- Budget submitted by the institution detailing all expenses, using the following categories: salary, benefits, research expenses, and, if applicable, costs related to a competitive search for the proposed position
- Application statement outlining the new proposed position—its responsibilities, departmental location, its rank, the fit with the institution's mission and curricular plans, and the qualifications sought in potential appointees. Please describe the process of identifying the appointee. (no more than 15 double-spaced pages in Times New Roman 11 point font)

Selection Criteria

Peer reviewers in this program will evaluate all eligible proposals using the following criteria:

- The institution's commitment to establishing a [tenure-track](#) position in Buddhist Studies or the equivalent in systems without a tenure system
- Coherence and cogency of presentation
- Feasibility of the proposed budget and plan of establishing the new position
- The institution's record in teaching and research

[START APPLICATION](#)



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	<p>1. Is the institution applying for this grant an accredited and degree-granting university or college?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><input type="button" value="CONTINUE"/></p>

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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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FAQ (program)	<ul style="list-style-type: none">• Institutions of higher education worldwide, accredited colleges and universities, are eligible to apply.• The application must be written in English.• This is a global competition. There are no restrictions as to the location of the university or the language(s) of instruction.• Applications must include a multi-year plan for matching at least 1/3 of Foundation funding over the grant period, but the matching ratio need not be the same each year. (Please see a sample schedule for sequenced funding that meets the matching requirement here.)
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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, January 10, 2018.

The application consists of two parts: the application form itself and the proposal documents [including the institution's letter of commitment, the budget, and the application statement] (see [PROPOSAL UPLOAD](#)).

BEFORE BEGINNING the application form, please read the instructions regarding the [PROPOSAL UPLOAD](#) 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 documents.
5. Your application status bar must show SUBMITTED at 9 pm, Eastern Standard Time, January 10, 2018, 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 April 15, 2018.

B. How to enter data.

1. You may begin completing the application at any section.
2. What you type into the form is exactly what will be seen by our reviewers. Therefore, please fill out the form carefully, paying attention to spelling, punctuation, grammar, and case. (For instance, do not use all caps.)

3. Text boxes will hold only a limited amount of text. Where longer answers are permitted, the number of available characters will normally be indicated. We suggest that you type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit: excess text may appear on the screen but will not print and will not be visible to reviewers. Examine your print application to be sure your response is complete.
4. Dates should always be entered in the format mm/yyyy or mm/dd/yyyy where indicated. Where an entry continues into the present, please simply leave the ending date blank (mm/yyyy - [blank]).
5. Begin typing all answers at the extreme left hand side of the response area or box; do not leave a space or indent at the beginning of your answer.
6. In all dollar amount fields, use only digits. Please do not use the dollar sign or commas. Please list all amounts (salary, awards, budget requests) in US Dollars. Use the exchange rate at the time of the application.

C. How to get help.

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

Good luck with your application!

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INSTITUTION - CONTACT INFORMATION

[OFA HELP](#)

Name of Applicant Institution
(To ensure proper processing of your application please use the full name, not an acronym or abbreviation)

INSTITUTIONAL REPRESENTATIVE
(responsible for filling out this application and communication with ACLS)

Salutation
First Name
Middle Name/Initial
Last Name
Suffix

Position

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 () -

Dates of proposed New Professorship

Beginning date: / /

Ending date: / /

Department
that will
create the
new
position

TOTAL
AMOUNT
REQUESTED
from ACLS:
\$

Any additional information about the institution that the selection committee might be interested in:
(Space is available for up to 1000 characters, including spaces.)

SAVE

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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 of the proposal: 1) the Letter of Commitment, 2) the Budget, 3) the Application Statement. The Letter of Commitment should be uploaded separately; the Budget and the Application Statement should be collated and uploaded as one continuous document.</p>	
FAQ (program)		
FAQ (technical support)		
Application Form		
Contact Information		
Proposal Upload	<p>PROPOSAL UPLOAD:</p> <p>In preparing the proposal, please keep in mind that it will be reviewed by an international, interdisciplinary panel of scholars in Buddhist studies.</p>	
Submit Application		
View/Print Application		
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	<p>1) LETTER OF COMMITMENT:</p> <p>The applicant institution must submit a letter from the institution's president, vice-chancellor, rector, provost, or dean expressing the institution's commitment to maintain the seeded position as a permanent, tenure-track post after the expiration of funding from The Robert H. N. Ho Family Foundation. The letter should state why the institution wishes to develop Buddhist studies.</p> <p>At institutions without a tenure-track system, the applicant must commit to continuing the position for a substantial period after the expiration of grant funding and must provide a description of how this commitment fits its contractual practices.</p> <p>The letter must be SIGNED and DATED.</p> <p>The letter cannot exceed 3 single-spaced pages in Times New Roman 11 point font.</p> <p>2) BUDGET:</p> <p>Please provide a budget detailing all expenses, using the following categories: salary, benefits, research expenses, and, if applicable, costs related to a competitive search for the proposed position. Budget must be in US Dollars. The budget should clearly indicate the institution's matching funds for each year. Please see a sample here.</p> <p>3) APPLICATION STATEMENT:</p> <p>The statement must outline the new proposed position-its responsibilities, departmental location, its rank, the fit with the institution's mission and curricular plans, and the qualifications sought in potential appointees. Please describe the process of identifying the appointee.</p> <p>The statement cannot exceed 15 double-spaced pages in Times New Roman 11 point font.</p> <p>Documents must adhere to the page limits and formatting requirements to be reviewed.</p>	

4) INSTRUCTIONS FOR UPLOADING THE DOCUMENTS:

The items should be uploaded in this order—1) Letter of Commitment should be uploaded as a separate file; 2) the Budget and 3) the Application Statement should be collated and uploaded as a second separate 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). The 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 buttons below will allow the uploading of the 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. If you have difficulty with your upload, consult the [FAQ/technical support](#) before contacting OFA HELP.

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

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

Mac Users:

[Problems viewing PDF?](#)

FILE UPLOAD STATUS:

Letter of
Commitment
(must be signed
and dated)

NOT UPLOADED

UPLOAD FILE

FILE UPLOAD STATUS:

Budget and
Application
Statement

NOT UPLOADED

UPLOAD FILE

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Description		
Eligibility	Before submitting your application, make sure you have	
Instructions		
FAQ (program)	<ul style="list-style-type: none">answered all appropriate questionscompleted and saved all screensuploaded successfully your proposal and accompanying documents	
FAQ (technical support)		
Application Form		
Contact Information	We suggest that you view and/or print your application one last time before submitting it since no revisions are allowed after submission. Your view/print copy should include your uploaded document. If it does not, click the OFA HELP button above for assistance.	
Proposal Upload		
Submit 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.	
View/Print Application		
Mac Users		
Problem viewing PDF?	I have completed the application, and would like to SUBMIT it for ACLS consideration.	
Log Off	<input type="button" value="SUBMIT APPLICATION"/>	

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