Sample Application

What follows is a sample of an application for the Robert H.N. Ho Family Foundation Program in Buddhist Postdoctoral Fellowship. 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 Postdoctoral Fellowships

Deadline: November 15, 2017

APPLICATION STATUS: NOT STARTED

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

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

The Robert H. N. Ho Family Foundation Postdoctoral Fellowship Program in Buddhist Studies provides two years of funding to recent recipients of the PhD for residence at a university for the purpose of revising the dissertation into a publishable manuscript or for beginning the first new project after completion of the PhD degree. The teaching of one course per year is encouraged. Priority is given to residence at a university providing a collegial atmosphere and working conditions enabling the postdoctoral Fellow's entry into an academic career in Buddhist studies.

The fellowship period must begin between July 1, 2018, and September 30, 2019, and must last for two consecutive academic years, during which a Fellow must devote full time to the project. The annual stipend is $55,000. In addition, if required, a relocation and health-insurance allowance of $6,000 will be provided at the beginning and at the end of the fellowship tenure. No university overhead is permitted.

All topics, periods, and approaches in Buddhist studies are welcome. This is a global competition. There are no restrictions as to the location of the university that has granted the degree or that is designated to host a Fellow, or to the citizenship of the applicant. No other employment is permitted during the fellowship tenure. This fellowship cannot be held concurrently with any other fellowship or grant.

Eligibility

- Applicants must have the PhD officially conferred by an accredited university no earlier than January 1, 2014. The PhD degree must be completed by April 15, 2018 (including defense/deposit and revisions) and conferred by May 31, 2018. (If the date of completion or conferral is after the application deadline, the application must include an institutional statement attesting that all requirements for the PhD will be fulfilled by the dates specified.) A successful applicant, before being named a Fellow, must submit proof that the PhD was completed by April 15, 2018 and conferred by May 31, 2018 (this must come from a university official).
- A scholarly product must be proposed, such as a book or digital resource, to be written in any language. Collections of materials and databases are not eligible.
- The application must be written in English by the applicant.
- There are no restrictions as to residence or citizenship of applicants.
- The fellowship-in-residence might be proposed at any accredited university except at the institution granting the applicant's PhD or the institution of current employment. The proposed host university must submit via the online reference system a letter confirming willingness to host the applicant for a two-year postdoctoral fellowship-in-residence.

Selection Criteria

Applications will be evaluated on the basis of

- Significance of the topic and its potential contribution to Buddhist studies
- Coherence and cogency of presentation
- Feasibility of the plan of work
- Record of the applicant's previous accomplishments
- Compatibility of the applicant with the proposed university

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 the basic eligibility questions, please read all instructions, including those in the REFERENCE LETTERS and PROPOSAL UPLOAD sections, before beginning to fill out the application form. Completed applications must be submitted online no later than 9 pm, Eastern 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
- Application essay (no more than 5 double-spaced pages in Times New Roman 11-point font)
- Up to 2 additional pages of images, musical scores, or other similar supporting non-text materials [Optional]
- Project bibliography (no more than 2 pages, double-spaced between entries)
- Applicant's statement (no more than 1 page, single or double-spaced, in Times New Roman 11-point font) describing the intellectual trajectory and experiences that brought the applicant to the current stage of academic career and that motivate plans for the future. This statement might be used to provide information about the candidate not conveyed elsewhere in this application.
- List of the applicant's publications (no more than 2 pages, double-spaced between entries)
- Sample syllabus based on applicant's research
- Two letters of reference
- A Letter of Support from the university proposed as host for the two-year residence. The letter of support should include the fellowship period, resources offered, and rationale for hosting the postdoctoral fellow.
- Institutional statement (required only for applicants whose PhD will be completed/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 April 15, 2018, 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.

START APPLICATION

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

1. Do you have a PhD degree officially conferred by an accredited university on/or after January 1, 2014?

　○ Yes　○ No

The PhD degree must be completed by April 15, 2018 (including defense/deposit and revisions) and conferred by May 31, 2018. (If the date of completion or conferral is after the application deadline, the application must include an institutional statement attesting that all requirements for the PhD will be fulfilled by the dates specified.) A successful applicant, before being named a Fellow, must submit proof that the PhD was completed by April 15, 2018 and conferred by May 31, 2018 (this must come from a university official).

2. Are you proposing a two-year residence at an accredited university OTHER than the institution granting your PhD or the institution of current employment?

　○ 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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ELIGIBILITY

- Applicants must have the PhD officially conferred by an accredited university no earlier than January 1, 2014. The PhD degree must be completed by April 15, 2018 (including defense/deposit and revisions) and conferred by May 31, 2018. (If the date of completion or conferral is after the application deadline, the application must include an institutional statement attesting that all requirements for the PhD will be fulfilled by the dates specified.) A successful applicant, before being named a Fellow, must submit proof that the PhD was completed by April 15, 2018 and conferred by May 31, 2018 (this must come from a university official).
- A scholarly product must be proposed, such as a book or digital resource, to be written in any language. Collections of materials and databases are not eligible.
- The application must be written in English by the applicant.
- There are no restrictions as to residence or citizenship of applicants.
- The fellowship-in-residence may be proposed at any university except at the institution granting the applicant's PhD or the institution of current employment. The proposed host university must submit via the online reference system a letter confirming willingness to host the applicant for a two-year postdoctoral fellowship-in-residence.

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INSTRUCTIONS

You may make as many visits to your application as you wish, and revise any information in your application until it has been submitted. In order to be considered, your application must be complete and in SUBMITTED status at 9 pm, EASTERN STANDARD TIME, November 15, 2017. You must complete the REFERENCE LETTERS section by this time; your letter writers will have until November 22, 2017, to submit their letters.

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

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

A. How to SAVE and SUBMIT your data.

1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the navigation links and/or arrows provided on each application screen.

2. You must SAVE each time you leave a screen. If you do not click on SAVE, anything entered since you last hit SAVE on that screen will be lost. (Any work from a previous session will be retained, but any new entries will be lost.) The SAVE button is on the bottom of your screen.

3. You may work on your application in as many sessions as you wish, and the status of your application will be IN PROCESS until you submit it. Once you are satisfied that your application is complete, you must go to the SUBMIT APPLICATION screen and select SUBMIT APPLICATION. Once your application has been SUBMITTED, it cannot revert to IN PROCESS status.

4. When you have completed your application, pause to check it one last time. We strongly suggest that you print and read your application before submitting it, so that you can be sure there are no further revisions you wish to make. Your print copy should include your uploaded document.

5. Your application status bar must show SUBMITTED at 9 pm, Eastern Standard Time, November 15, 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.

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.

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@acls.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   International

Middle Name/Initial

Last Name   Programs

Suffix

Primary email address   buddhiststudies@acls.org
(should be valid through May 2018)

Office 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   (   )   -   , ext .

Telephone (IF NOT US)

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 ▼

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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

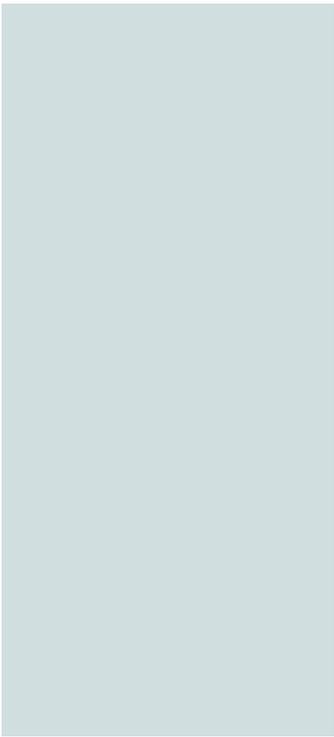(Use the full name, not an acronym or abbreviation.)

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

Speaker Speaker

[   ] [* ▾] [* ▾] [* ▾] ☐ ☐

[   ] [* ▾] [* ▾] [* ▾] ☐ ☐

[   ] [* ▾] [* ▾] [* ▾] ☐ ☐

[   ] [* ▾] [* ▾] [* ▾] ☐ ☐

[   ] [* ▾] [* ▾] [* ▾] ☐ ☐

[   ] [* ▾] [* ▾] [* ▾] ☐ ☐

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   [Select One ▼]

(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?   [Select ▼]

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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Eligibility	
Instructions	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.
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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)

Institution/Employer [ ]

Title [ ]

From [ ] / [ ]   To [ ] / [ ]

Institution/Employer [ ]

Title [ ]

From [ ] / [ ]   To [ ] / [ ]

Institution/Employer [ ]

Title [ ]

From [ ] / [ ]   To [ ] / [ ]

Institution/Employer [ ]

Title [ ]

From [ ] / [ ]   To [ ] / [ ]

Institution/Employer [ ]

Title [ ]

From [ ] / [ ]   To [ ] / [ ]

SAMPLE

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AWARDS	OFA HELP

Beginning with the most recent, list up to eight of the grants, fellowships, scholarships, academic honors, or awards you have received, giving in each case the dates, purposes (tuition, travel, expenses, etc.), and, if funded, the approximate amounts. If you are listing only selected awards, choose those that are most significant. Please do not be concerned if you cannot recall exact dates or amounts, and do not feel you must use all eight entries.

Please remember:

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

Award [   ]

Award Type [Select One ▼]

From [   ] / [   ]   To [   ] / [   ]   Amount $ [   ]

Purpose [   ]

Award [   ]

Award Type [Select One ▼]

From [   ] / [   ]   To [   ] / [   ]   Amount $ [   ]

Purpose [   ]

Award [   ]

Award Type [Select One ▼]

From [   ] / [   ]   To [   ] / [   ]   Amount $ [   ]

Purpose [   ]

Award [   ]

Award Type [Select One ▼]

From [   ] / [   ]   To [   ] / [   ]   Amount $ [   ]

Purpose [   ]

Award [   ]

Award [Select One ▼]

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Type

From [ ] / [ ] To [ ] / [ ] Amount $ [ ]

Purpose [ ]

Award [ ]

Award Type [Select One ▼]

From [ ] / [ ] To [ ] / [ ] Amount $ [ ]

Purpose [ ]

Award [ ]

Award Type [Select One ▼]

From [ ] / [ ] To [ ] / [ ] Amount $ [ ]

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RESEARCH PROJECT   OFA HELP

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

Do not use hard returns.

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

Research Proposal 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 Residency (The fellowship-in-residence may be proposed at any accredited university except at the institution granting the applicant's PhD or the institution of current employment.):

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.)

> (empty text area)

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

From [ ] / [ ] / [ ] To [ ] / [ ] / [ ]

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 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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RESIDENTIAL PROPOSAL

OFA HELP

Fellowships are intended for residence at an accredited university. The teaching of one course per year is encouraged.

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

Do not use hard returns.

At which university are you proposing to spend the two-year fellowship tenure? (The fellowship-in-residence might be proposed at any accredited university except at the institution granting the applicant's PhD or the institution of current employment.)

Name of University

(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.)

Department:

Your host at the institution:

Name:

Position:

E-mail:

Proposed period of residency: (use the format mm/dd/yyyy)

From   /   /   To   /   /

Sample Course based on your research: please provide a brief description of a course developed from your research project--this may be a course you taught, are proposing to teach at your host universty, or a brand new course (please note that you must upload the syllabus for this course in the PROPOSAL UPLOAD section:

SAMPLE COURSE:

Course Title
(Space is available for up to 150 characters, including spaces.)

Brief Course Description
(Space is available for up to 500 characters, including spaces.)

Additional Comments
(Space is available for up to 150 characters, including spaces.)

Please explain briefly the rationale for choosing the above-mentioned university as your residence. How will your project and academic career benefit from the two-year residency at this institution? Why is this a good match with your academic and research objectives? How will the residency facilitate your entry into an academic career in Buddhist studies?
(Space is available for up to 2,000 characters, including spaces.)

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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 US dollars. Do not add benefits or summer salary).

What is your country of citizenship? [Select One ▼]

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 specifiy: [   ]

- ☐ 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 Academy of Arts and Sciences

☐ American Academy of Religion

☐ American Anthropological Association

☐ American Antiquarian Society

☐ American Association for the History of Medicine

☐ American Association of Geographers

☐ American Comparative Literature Association

☐ American Dialect Society

☐ American Economic Association

☐ American Folklore Society

☐ American Historical Association

☐ American Musicological Society

☐ American Numismatic Society

☐ American Oriental Society

☐ American Philosophical Association

☐ American Philosophical Society

☐ American Society of Comparative Law

☐ American Society of International Law

☐ American Sociological Association

☐ American Studies Association

☐ Archaeological Institute of America

☐ Association for Asian Studies

☐ Association for Jewish Studies

☐ Association for Slavic, East European, and Eurasian Studies

☐ Association for the Advancement of Baltic Studies

☐ Association of American Law Schools

☐ Austrian Studies Association

☐ Bibliographical Society of America

☐ College Art Association

☐ College Forum of the National Council of Teachers of English

☐ Dictionary Society of North America

☐ Economic History Association

☐ German Studies Association

☐ Middle East Studies Association of North America

☐ Modern Language Association of America

☐ National Communication Association

☐ National Council on Public History

☐ North American Conference on British Studies

☐ Oral History Association

☐ Organization of American Historians

☐ Renaissance Society of America

☐ Rhetoric Society of America

☐ Shakespeare Association of America

☐ Sixteenth Century Society and Conference

☐ Society for American Music

☐ Society for Cinema and Media Studies

☐ Society for Classical Studies

☐ Society for Ethnomusicology

☐ Society for French Historical Studies

☐ Society for Military History

- [ ] 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

- [ ] 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

- [ ] 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

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 of Research Libraries
- [ ] Canadian Federation for the Humanities and Social Sciences
- [ ] Center for Research Libraries
- [ ] Community College Humanities Association

- [ ] Consortium of Humanities Centers and Institutes
- [ ] Federation of State Humanities Councils
- [ ] International Society for Third-Sector Research
- [ ] Phi Beta Kappa

3. Please identify all ACLS fellowship programs (if any) to which you have previously applied.

- [ ] ACLS Fellowship
- [ ] ACLS/NEH International and Area Studies Fellowship
- [ ] ACLS/New York Public Library Fellowship
- [ ] ACLS Collaborative Research Fellowship
- [ ] ACLS Digital Extension Grant
- [ ] ACLS Digital Innovation Fellowship
- [ ] ACLS New Faculty Fellows
- [ ] Charles A. Ryskamp Research Fellowship
- [ ] Frederick Burkhardt Residential Fellowship
- [ ] Luce/ACLS Dissertation Fellowship in American Art

☐ Luce/ACLS Program in China Studies

☐ Mellon/ACLS Dissertation Completion Fellowship

☐ Mellon/ACLS Public Fellows

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

☐ African Humanities Program

☐ ACLS Library of Congress Fellowships in International Studies

☐ American Research in the Humanities in China

☐ CCK New Perspectives on Chinese Culture and Society

☐ Chinese Fellowships for Scholarly Development

☐ Contemplative Practice Fellowship

☐ Dissertation Fellowships in East European Studies

☐ Early Career Postdoctoral Fellowships in East European Studies

☐ East European Studies Language-Training Grants

☐ Luce/ACLS Grants to Individuals in East and Southeast Asian Archaeology and Early History

☐ Mellon/ACLS Recent Doctoral Recipients Fellowship

☐ SSRC/ACLS International Dissertation Research Fellowship

| SAVE |

SAMPLE

| REFERENCE LETTERS and LETTER OF SUPPORT | OFA HELP |

Program Choice
Description
Eligibility
Instructions
FAQ (program)
FAQ (technical support)
Application Form
  Contact Information
  Education
  Current Position
  Professional Background
  Awards
  Research Project
  Residential Proposal
  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 and YOUR HOST providing the Letter of Support 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.

1. Two 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.)

2. A Letter of Support from the university proposed as host for the two-year residence is required. The letter of support should include the fellowship period, resources offered, and rationale for hosting the postdoctoral fellow.

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

- Tell your referees and your host to expect an email from ACLS.
- Make absolutely certain you have the correct email address for each referee and for your host.
- Enter each referee's and the host'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 and to your host.
- It is not necessary to enter all referees at the same time. You can return to this screen at any time to enter referees or your host.

No more than two letters of reference and one letter of support will be accepted.

- Enter only two referees and one host. It is possible to enter additional referees or another host, but you should do this only if you learn that a referee or your host is unable to complete the promised letter.
- The first two reference letters and the first letter of support submitted will be the letters on file in support of your application. Once two reference letters and one letter from your host 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 or your host 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.

The letter of support asks for the period, resources offered, and rationale for hosting the postdoctoral fellow.

Institutional Statement (required only for applicants whose PhD degree will be completed/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 April 15, 2018, and that the PhD degree will be conferred by May 31, 2018.

Letters of reference, the support letter, and the institutional statement are due by November 22, 2017. It is your responsibility to check online to see whether letters have been submitted.

Your application will be considered incomplete if your proposed host university does not submit a letter of support by the deadline.

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				

The Robert H. N. Ho Family Foundation Program in Buddhist Studies
Postdoctoral Fellowships
Deadline: November 15, 2017

APPLICATION STATUS: IN PROCESS

Program Choice	**PROPOSAL UPLOAD**
Description	
Eligibility	
Instructions	
FAQ (program)	
FAQ (technical support)	
Application Form	
Contact Information	
Education	
Current Position	
Professional Background	
Awards	
Research Project	
Residential Proposal	
Administrative Information	
Reference Letters	
Proposal Upload	
Submit Application	
View/Print Application	
Mac Users	
Problem viewing PDF?	
Log Off	

To complete your application package, in addition to the application form, you must upload the following items: 1) an application essay, a bibliography, an applicant's statement, and a publications list and 2) sample syllabus. The application essay, bibliography, applicant's statement, and publications list must be uploaded as one continuous file. The sample syllabus must be uploaded as a separate document.

1a) APPLICATION ESSAY

The application essay will be the basis of the evaluation of the project. It must include all of the following:

- a full statement addressing the relevance of the project to the broader issues in your discipline as well as to the field of Buddhist studies
- the intended contribution of the writing or research to existing literature in your discipline
- a description of the results expected
- a rationale for the length of time and residence being requested. It is important to specify the identity and location of sources at archives, libraries, or geographical sites, as well as Buddhist studies colleagues relevant to your project.

Useful Guidelines
The application essay should address all six points. The applicant might find it useful to label sections with the six headings, but this is not required.

1. Main Thesis: The principal argument or problem guiding the proposed research and writing.
2. Body: The research problem in more detail with a justification of the research focus and approach. What is already known about the problem and what more needs to be known?
3. Literature and sources: The proposed topic placed in the context of existing literature and potential new sources. What will be the criteria for determining which sources are relevant? How will the project extend, modify, or challenge existing scholarship?
4. Methods: A detailed description of the methods to be used. How will they be deployed to address the main thesis or argument of the project?
5. Significance: An explanation of the importance of the proposed work to central issues in Buddhist studies, to other disciplines, and to humanities scholarship in general.
6. Workplan: The concluding section of the essay should present a plan of work with a timeline for the research and/or writing during the fellowship period. How much has the applicant already accomplished on the project and how much remains to be done? What steps are anticipated during the fellowship period? What is the expected result? The workplan must specify the desired start and end dates for the fellowship period, and must be able to be accomplished within the two years of the fellowship tenure.

The application essay must not exceed 5 double-spaced pages in Times New Roman 11-point font. You can, however, include up to 2 additional pages of images, musical scores, or other similar supporting non-text materials.

1b) BIBLIOGRAPHY

The bibliography should provide an overview of essential references for your project, and should balance the various sorts of key materials being used.

> The bibliography must not exceed 2 pages in Times New Roman 11-point font, and should be double-spaced between entries.

1c) APPLICANT'S STATEMENT

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

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

1d) 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.

2) SAMPLE SYLLABUS

Please provide a syllabus for a course developed from your research project--this may be a course you taught, are proposing to teach at your host universty, or a brand new course.

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

3) DOCUMENT SPECIFICATIONS:

- Items 1a, 1b, 1c, and 1d 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 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.

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

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

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

Mac Users:
Problems viewing PDF?

FILE UPLOAD STATUS:

Application Essay, Bibliography, Applicant's Statement, and Publications List   NOT UPLOADED

UPLOAD DOCUMENT

Sample Syllabus   NOT UPLOADED

UPLOAD DOCUMENT

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SUBMIT APPLICATION	OFA HELP

Program Choice
Description
Eligibility
Instructions
FAQ (program)
FAQ (technical support)
Application Form
  Contact Information
  Education
  Current Position
  Professional Background
  Awards
  Research Project
  Residential Proposal
  Administrative Information
  Reference Letters
Proposal Upload
Submit Application
View/Print Application
Mac Users
Problem viewing PDF?
Log Off

Before submitting your application, make sure you have

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

We suggest that you view and/or print your application one last time before submitting it since no revisions are allowed after submission. Your view/print copy should include your uploaded document. If it does not, click the OFA HELP button above for assistance.

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

An application that is submitted, but is not complete, will not be considered.
An application that is complete, but is not submitted, will not be considered.

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

[SUBMIT APPLICATION]

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