Sample Application

What follows is a sample of an application for the Robert H.N. Ho Family Foundation Early Career Research Fellowship in Buddhist Studies. It is for informational purposes only.

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

The Robert H. N. Ho Family Foundation Early Career Research Fellowships in Buddhist Studies offer support for research and writing in Buddhist studies for pre-tenure scholars who are within five years of the PhD, with priority given to those with heavy teaching responsibilities.

These fellowships provide scholars time free from teaching and other responsibilities to devote full-time to research and writing on the project proposed. The fellowship period can last up to nine months, during which time no teaching, commissioned research on other topics, or administrative duties are allowed. The fellowship may be separated into two periods, each of which must be a minimum of three months. If the total duration is less than nine months (minimum of six months), the stipend will be prorated.

There are no restrictions as to the location of the work conducted. Each applicant must identify a significant scholarly product (monograph, series of journal articles, etc.) that will result from the fellowship. At the end of the fellowship tenure, a final report will be due describing progress made. Fellows will be asked to report to ACLS any publications based on their fellowship work, when they are published.

When accepting a stipend, the Fellow must confirm being officially released from teaching, commissioned research, administrative duties, or other employment during the entire fellowship period.

An Early Career Research Fellowship may be held concurrently with other fellowships and grants and any sabbatical pay, but the total received cannot exceed 125% of the Fellow's academic annual salary. There is no additional financial support for dependents.

Tenure of the fellowship may begin no earlier than July 1, 2022, and must conclude by June 30, 2024.

The Robert H. N. Ho Family Foundation Program in Buddhist Studies, administered by ACLS, is committed to inclusion, equity, and diversity as integral components of merit that enhance the scholarly enterprise. It is a priority of this program that cohorts of Fellows and grantees be broadly inclusive of different backgrounds, cultures, and any aspects that make one unique. In Buddhist studies we seek balance in regard to citizenship and university affiliation, as well as in languages, topics, Buddhist traditions, and locations of research.

FELLOWSHIP DETAILS

- Stipend: up to $70,000, to provide release from other duties for devoting full time to the proposed project. The exact stipend will be calculated based on the Fellows' current academic salary and other fellowships, grants, and sabbatical salary to be received during fellowship tenure. A nine-month stipend may not exceed 125% of the annual academic salary.
- Tenure: Fellowship period must begin after July 1, 2022, and must end by June 30, 2024. The tenure may last up to nine months (minimum: 6 months) and may be divided into two periods, each of which must be a minimum of three months.
- No university overhead is permitted.
- Applications must be submitted through the ACLS Online Fellowship and Grant Administration (OFA) System (ofa.acls.org) no later than 9 pm Eastern Standard Time, November 15, 2021.
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 PhD degree or the university of current employment, or to the citizenship of 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.

**ELIGIBILITY**

- Applicants must have a PhD degree conferred by an accredited university. (An established scholar who can demonstrate the equivalent of the PhD in publications and professional experience might also qualify.) The applicant's PhD, including defense and revisions, must be completed by November 15, 2021.

If the PhD is not conferred by the application deadline, November 15, 2021, the applicant must submit:
1. (At the time of application) an Institutional Statement signed by a university official (Department Chair or Dean) confirming that the applicant is on schedule to complete the PhD by April 15, 2022.
2. (By April 15, 2022) a letter from the Graduate School confirming that the dissertation has been submitted and approved by the Graduate School for conferral according to the university calendar.

**It is the responsibility of the applicant to submit the dissertation in time for the Graduate School to issue a certification by April 15, 2022.**

- An applicant must hold a PhD conferred no earlier than January 1, 2016.
- Applicants who have obtained tenure, or who have submitted tenure materials for review by the application deadline are not eligible.
- A scholarly product must be proposed; it may be written in any language.
- The application must be written in English by the applicant.
- There are no restrictions as to the location of work proposed, or the citizenship/residence of applicants.

**APPLICATION ELEMENTS**

Applications must include:

- Completed application form submitted through the ACLS Online Fellowship and Grant Administration (OFA) 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]
- Bibliography (no more than 2 pages, double-spaced between entries, Times New Roman 11-point font)
- 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. **ACLS is committed to diversity, equity, and inclusion in all aspects of the fellowship application process. Please use the personal statement to note any relevant information about your personal background and/or ways in which your proposed research addresses issues related to underrepresented minorities.**
- List of the applicant's publications (no more than 2 pages, double-spaced between entries, Times New Roman 11-point font)
- Two reference letters submitted through the ACLS Online Fellowship and Grant Administration (OFA) System.
  - **Required only for applicants whose PhD will be completed/conferred after the applicant's deadline:**

  **Institutional Statement** from the applicant's institution (preferably from the applicant's chair or dean),
stating that the applicant will complete all requirements for the PhD, including defense and revisions, by April 15, 2022. The person submitting the institutional statement cannot be one of the reference-letter writers. No award will be made without confirmation of awarding of the degree by the Graduate School. The Institutional Statement must be submitted through the ACLS Online Fellowship and Grant Administration (OFA) System.

Certification by the Graduate School of the awarding of the PhD degree must be received by ACLS by April 15, 2022. It is the applicant's responsibility to submit the dissertation in time for the Graduate School to issue a certification by April 15, 2022. The applicant should request that the Graduate School send the certification to ACLS at Buddhiststudies@acls.org

**SELECTION CRITERIA**

Applications will be reviewed by an international panel of scholars in Buddhist studies according to the following criteria:

- 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

Continue
# Eligibility

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<th>Eligibility Check</th>
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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.)  
   - Yes  
   - No |
| 2. Was your PhD conferred after January 1, 2016?  
   - Yes  
   - No |
| 3. Will your degree be conferred by November 15, 2021, and if not, are you submitting an Institutional Statement confirming that you are on schedule to have the Graduate School certify the award of the PhD by April 15, 2022?  
   - Yes  
   - No |
| 4. Have you obtained tenure, or have you submitted tenure materials for review by the application deadline?  
   - Yes  
   - No |

Continue
Eligibility Confirmation

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

Continue
Eligibility

Applicants must have a PhD degree conferred by an accredited university. (An established scholar who can demonstrate the equivalent of the PhD in publications and professional experience might also qualify.)

The PhD degree must be completed by **November 15, 2021.**

If the PhD is not conferred by the application deadline, November 15, 2021, the applicant must submit:

1. (At the time of application) an Institutional Statement signed by a university official (Departmental Chair or Dean) confirming that the applicant is on schedule to complete the PhD by April 15, 2022.
2. (By April 15, 2022) a letter from the Graduate School confirming that the dissertation has been submitted and approved by the Graduate School for conferral according to the university's schedule.

**It is the responsibility of the applicant to submit the dissertation in time for the Graduate School to issue a certification by April 15, 2022.**

- An applicant must hold a PhD degree conferred no earlier than **January 1, 2016.**
- Applicants who have obtained tenure, or whose tenure review will be complete before **May 31, 2022,** are not eligible.
- A scholarly product must be proposed, to be written in any language.
- The application must be written in English by the applicant.
- There are no restrictions as to the location of work proposed, or the citizenship/residence of applicants.
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, 2021. You must complete the REFERENCE LETTERS section by this time; your letter writers will have until November 22, 2021, 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 menu on the left to navigate between screens or the "SAVE AND CONTINUE" button at the bottom of each screen to take you to the next 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, 2021, in order for it to be considered. ACLS will take no responsibility for applications that are not in SUBMITTED status at the deadline. Once your application has been SUBMITTED, even if it was submitted before the final deadline, no changes will be permitted.
6. We strongly urge you to print out and save a copy of the final version of your SUBMITTED application. Your print copy should include your uploaded documents. You can print your application until January 15, 2022.

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, and grammar. (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 (http://www.acls.org/programs/fellowships-faq/buddhiststudies/). 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!
# Contact Information

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<tr>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>Salutation</strong></td>
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<tr>
<td>Dr.</td>
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<td><strong>First Name</strong></td>
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<td>John</td>
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<td><strong>Primary Email Address</strong></td>
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The record search feature works for public ORCID records only.
(click here to search ORCID)

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# Office Information

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<td><strong>Office Address</strong></td>
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City

State
Select One

(IF NOT U.S.)

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

Country
(IF NOT U.S.)

Telephone
( ), - , ext.

(IF NOT U.S.)

Fax
( ), -

Home Information

Home Address

City
### State

Select One

(If not U.S.)

#### Zip/Postal Code

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

#### Country

(If not U.S.)

#### Telephone

(____) - , ext.

(If not U.S.)

#### Fax

(____) -

Which is your preferred mailing address?

Select

(Be sure to indicate your preferred mailing address.)
# Education

## PhD

### Degree received from

(To ensure proper processing of your application, your institution’s name must be displayed correctly. Enter a few letters of your institution's name to search against our database. **Use the full name, not an acronym or abbreviation. If your institution is not listed please spell out the full name in the space provided.**)

### Date PhD completed/conferred

/ / (mm/dd/yyyy)

### PhD major discipline

### Title of doctoral dissertation

(150 max character limit: character count = 0)

### Name of dissertation supervisor


## Master's Degree

### Degree received from

(To ensure proper processing of your application, your institution’s name must be displayed correctly. Enter a few letters of your institution's name to search against our database. **Use the full name, not an acronym or abbreviation.**)

### Select a degree
Select One

Date degree received

/ (mm/yyyy)

Master's degree major discipline

BA/BS

Degree received from

(To ensure proper processing of your application, your institution's name must be displayed correctly. Enter a few letters of your institution's name to search against our database. Use the full name, not an acronym or abbreviation.)

Date received

/ (mm/yyyy)

BA/BS major discipline

Other Degrees

List any additional degrees

(150 max character limit: character count = 0)

Languages
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 a Native Speaker of a language, please indicate by checking the appropriate box.*

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If there are other aspects of your language background that you would like the Committee to consider, please so indicate.

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# Current Position

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(Please choose the most appropriate from the list. If you have no academic affiliation, please select "Independent Scholar.")

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<th><strong>Discipline</strong></th>
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(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.)

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<th><strong>Date you began this position</strong></th>
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(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?

(150 max character limit: *character count = 0*)
Professional Background

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<th>Positions Held</th>
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List positions held (professional, teaching, administrative, curatorial) since receiving the baccalaureate degree, beginning with current position. Give name of institution, title, and approximate dates of employment for each.

*Please remember:*
- use only numbers in the date fields, for example, 09/1995
- use the format mm/yyyy throughout
- where an entry continues into the present, leave the "To" field blank
- use only numbers in all dollar amount fields, for example, 1000

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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 backgrounds.

(800 max character limit: character count = 0)
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

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https://ofa.acls.org/programs/buddhistresearch/awards/?sid=jnv56iBDc7qp7QU8@sJqK3liW8qRLtpleBGuAUlqMCA88eVBAGrGygrQJ3VUyOaRufkP...
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Research Project

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

(250 max character limit: character count = 0)

Research Proposal Abstract

(800 max character limit: character count = 0)

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

(Optional)

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.

Significance of your project
Proposed dates of fellowship tenure:

From:

/ / / (mm/dd/yyyy)

To:

/ / / (mm/dd/yyyy)

Countries or Geographical Areas

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

1.

Select One

2.

Select One

3.

Select One

4.

Select One
### Countries or Geographical Areas - Research Completed

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

1. Select One

2. Select One

3. Select One

**Other**

### Disciplinary Areas

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**
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<td>Select One</td>
<td>Other</td>
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<td>4.</td>
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<td>Other</td>
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<tr>
<td>5.</td>
<td>Select One</td>
<td>Other</td>
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Administrative Information

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

Current salary

0.00

(Please approximate in U.S. dollars, per year. Do not add benefits or summer salary).

What is your country of citizenship?

Select One

Sources of Support - Confirmed

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 0.00
### Sources of Support - Applying

List other major funding sources, with approximate amounts and tenure periods, to which you **ARE APPLYING** for your present research proposal.

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The following questions are optional and will be used for statistical purposes only.

Date of birth

/ / (mm/dd/yyyy)

Gender

With which group or groups do you most identify?
Informational Purposes Only

1. How did you learn about this program? (Please select all that apply.)

☐ Higher Education publication (e.g., Chronicle of Higher Education, Inside Higher Ed)
☐ Dean or other administrator
☐ University fellowship/grants office
☐ ACLS website
☐ Other website (e.g. H-Net)
   Please specify:

☐ Former fellows/grantees
☐ Colleague at my institution
☐ Colleague at another institution
☐ Social media
   Please specify:

☐ Online Advertisement
   Please specify where:

☐ IBIS Email Announcement
☐ Email from ACLS
☐ Other Email newsletter or Listserv
   Please specify where:

☐ Web Search
☐ Academic Conference or Meeting
   Please specify:

☐ Other/informal communication
   Other:
2. Please identify the ACLS member scholarly societies or ACLS affiliate organizations (if any) of which you are a member or with which you have an affiliation. (Please check all that apply.)

**ACLS Constituent Learned Societies**

- 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 Political Science Association
- 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
- American Society of Comparative Law
- American Society of International Law
- American Society of Overseas Research
- 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 Study of African American Life and History
- 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
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
Middle East Studies Association of North America
Modern Language Association of America
National Communication Association
National Council on Public History
National Women's Studies Association
North American Conference on British Studies
Oral History Association
Organization of American Historians
Philosophy of Science Association
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
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 Collaborative Research Fellowship
- ACLS Digital Extension Grant
- ACLS Digital Innovation Fellowship
- ACLS Emerging Voices Fellowship
- ACLS Leading Edge Fellowship
- ACLS New Faculty Fellows
- Charles A. Ryskamp Research Fellowship
- Frederick Burkhardt Residential Fellowship
- Getty/ACLS Postdoctoral Fellowships in the History of Art
- Luce/ACLS Dissertation Fellowship in American Art
- Luce/ACLS Fellowships in Religion, Journalism & International Affairs
- Luce/ACLS Program in China Studies
- Mellon/ACLS Community College Faculty Fellowship
- Mellon/ACLS Dissertation Completion Fellowship
- Mellon/ACLS Public Fellows
- Mellon/ACLS Scholars & Society Fellowship
- The Robert H. N. Ho Family Foundation Program in Buddhist Studies
- African Humanities Program
- CCK Comparative Perspectives on Chinese Culture and Society
Reference Letters

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.

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.)

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 two letters of reference will be accepted.

- Enter only two referees. It is possible to enter additional referees, but you should do this only if you learn that a referee is unable to complete the promised letter.
- The first two reference letters submitted will be the letters on file in support of your application. Once two 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 is on schedule to complete all requirements for the PhD, including defense and revisions, by April 15, 2022.
Letters of reference and the institutional statement are due by November 22, 2021. 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.

No recommenders entered. Click the "Add Recommender" button to request a letter.
Proposal Upload

To complete your application package, in addition to the application form, you must upload the following items: an application essay, a bibliography, an applicant's statement, and a publications list.

The application essay, bibliography, applicant's statement, and publications list must be uploaded as one continuous file.

1. A) 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 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 requested. It is important to specify the identity and location of sources at archives, libraries, or geographical sites and 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 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.

B) 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.**

**C) 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.

*ACLS is committed to diversity, equity, and inclusion in all aspects of the fellowship application process. Please use the personal statement to note any relevant information about your personal background and/or ways in which your proposed research addresses issues related to underrepresented minorities.*

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

**D) 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) DOCUMENT SPECIFICATIONS:**

- Items **a, b, c, and d** must be uploaded as one continuous document.
- Margins must be at least one inch on all sides.
- Use Times New Roman 11-point font for all uploaded documents.
- There is a 3 MB limit on the size of your upload. This means that the 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 (/programs/faq/default.aspx#tech) before contacting OFA HELP.
3) 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.

Files will be accepted in the following formats ONLY: Microsoft Word (.doc or .docx), 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.

Application Essay, Bibliography, Applicant's Statement, and Publications List:

Upload File    Continue
Submit

Submit Application

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 (/programs/buddhistresearch/print/?sid=bejL0dLt93vG0leoqCPECxVqKGr2dhTrgxnTAGiFCcpOzqhF!B93v5@fptZOv@E5s BjRQze92wZZvNb2n9IzFPVyEVHjf one last time before submitting it since no revisions are allowed after submission. Your view/print (/programs/bu sid=@4OAtihPv46i15qxEblt@s2oFnd7!GD0iUhowyPiFLhDn8geSS6uNFyUbMWfEmmjbiZaxvjDSasNcK2NyzsnaBetUI5 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 su

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