Sample Application

What follows is a sample of an application for The Robert H. N. Ho Family Foundation Translation Grants in Buddhist Studies. It is for informational purposes only.

To apply for this grant, you must submit your application electronically, using the Online Fellowship Application (OFA) system.
The Robert H. N. Ho Family Foundation Translation Grants in Buddhist Studies

Program Description

The Robert H. N. Ho Family Foundation Translation Grants in Buddhist Studies.

Translation has been at the core of Buddhism since the Buddha's instruction to his monks to teach the dharma in many languages.

These grants support translations of important Buddhist texts for the benefit of contemporary audiences who currently do not have access to them in their own languages. After a translation has been completed, the translator should contact ACLS to apply for a subvention for the publication of the translation, which will be reviewed by the first selection committee to meet after the receipt of the application.

Collaborative projects are welcome.

Award funds can be used as stipends for work performed (e.g., to secure release time or to pay assistants), for travel, and for related office costs, including reproduction or digitization of images. A budget is required.

There are no restrictions as to the language of the final product prepared for publication.

ACLS offers publication subventions to recipients of these grants who complete manuscripts. Subventions will be considered by the selection committee that meets following completion.

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.

Grant Details

- Grant amount: Up to $50,000 for twelve months
- No university overhead is permitted.
- Completed 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.

Before beginning your application, you will be asked question(s) designed to determine preliminary eligibility for this program. Once you have answered the basic eligibility question(s), please read all instructions, including those in the REFERENCE LETTERS and PROPOSAL UPLOAD sections, before beginning to fill out the application form.

Eligibility

- Individual applicants and leaders of collaborative teams must have PhD degrees that have been conferred by an accredited university. 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, the applicant must submit:

https://ofa.acls.org/programs/buddhistcritical/?sid=Wkj450asKtBYV/yJfhVwSxDx6KHE9MDLzvdDReQ3lo6VNHGzVjItujhdivYDjxeOj5tPfK12aXPSuvJ
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 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 established scholar who can demonstrate the equivalent of the PhD in publications and professional experience may also qualify.)

- The application must be written in English by the applicant.
- There are no restrictions as to the location of work proposed, the citizenship/residence of applicants, or the target language of the translation.

**APPLICATION DETAILS**

Applications must include:

- The completed application form submitted through the ACLS Online Fellowship and Grant Administration (OFA) System.
- The proposal (no more than 5 double-spaced pages in Times New Roman 11-point font)
- Up to 2 additional pages of images, musical scores, or other similar supporting non-text materials [Optional]
- A 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.**
- A sample of the text(s) proposed for translation: in the original and in translated form (if the translation has already begun). Applicants/teams who have not yet started the project should submit a sample of previous work.
- A budget Statement, outlining costs for salary replacement, travel, research materials, research assistants, etc. (No indirect costs or institutional overhead is permitted.)
- A list of the applicant's publications (no more than 2 pages, double-spaced between entries, Times New Roman 11-point font)
- Two reference letters that provide explicit information on the proposed project and the applicant (and the collaborators, if any), submitted through the ACLS Online Fellowship and Grant Administration (OFA) System
- **Required only for applicants whose PhD will be completed/conferred after the application 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 or a member of the dissertation committee. No award will be made without confirmation of the 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 certify awarding of the degree by April 15, 2022.** The applicant should request that the Graduate School send the certification to ACLS at BuddhistStudies@acls.org.
• **For Collaborative Projects:** A brief description of the collaborative team: it should list all the collaborators who will work on the project (including the applicant) and their affiliations; brief statements about each team member’s proposed contribution to the project; and any additional information about the team not listed elsewhere in this application.

• **For Collaborative Projects:** CVs of all collaborators (not required from team leader/applicant) (Three pages maximum for each CV)

**SELECTION CRITERIA**

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

- Significance of the text to be translated
- The potential contribution to Buddhist studies of the translation, especially the potential benefit to the diffusion of Buddhist insights to populations who do not yet have access to them in their own languages.
- Feasibility of the plan of work and the budget proposed
- Record of applicants’ accomplishment in scholarship and translation
## Eligibility Check

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

   **Note:** Your PhD [including defense and revisions] must be completed by November 15, 2021, and conferred no later than May 15, 2022.

2. 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

Continue
Eligibility Confirmation

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

Continue
Eligibility

- Individual applicants and leaders of collaborative teams must have PhD degrees conferred by an accredited university.
- 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.

**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 established scholar who can demonstrate the equivalent of the PhD in publications and professional experience may also qualify.)

- The application must be written in English by the applicant.
- There are no restrictions as to the location of work proposed or the citizenship/residence of applicants, or the target language of the translation.
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.aclsonline.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@aclsonline.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>Salutation</th>
<th>Dr.</th>
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<tr>
<td><strong>First Name</strong></td>
<td>John</td>
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<td><strong>Middle Name/Initial</strong></td>
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<tr>
<td><strong>Primary Email Address</strong></td>
<td><a href="mailto:johndoe@aol.com">johndoe@aol.com</a> (should be valid through May 2022)</td>
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<td><strong>ORCID iD</strong></td>
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## Office Information

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# Education

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<th>Title of doctoral dissertation</th>
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<th>Name of dissertation supervisor</th>
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## Master's Degree

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**Master's degree major discipline**

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**List any additional degrees**

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<th><strong>Languages</strong></th>
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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 you do not hold an academic appointment, what is your current position?

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Professional Background

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List positions held (professional, teaching, administrative, curatorial) since receiving the baccalaureate degree (or master's 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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PhD Equivalent

If you do not have a PhD and are requesting consideration as a PhD equivalent based on publications and professional experience, please explain your circumstances here. Applicants may also provide additional relevant information (qualifications or service work not listed elsewhere) that might help reviewers better understand their professional background.

(800 max character limit: character count = 0)

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# Awards

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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Please indicate your application type:

Application type

○ INDIVIDUAL APPLICANT  ○ COLLABORATIVE 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.

Proposal Title

(250 max character limit: character count = 0)

Proposal Abstract

(800 max character limit: character count = 0)

Project: Translating FROM

Language 1:

Language 2:

Language 3:
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 project is focused.

1. Select One

2. Select One

3. Select One

4. Select One

Other

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.
<table>
<thead>
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<th>1.</th>
<th>Select One</th>
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<td>Other</td>
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<td>2.</td>
<td>Select One</td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

**Disciplinary Areas**

Please identify up to five disciplinary areas, in order of relevance, that best describe your project. Do not choose "other" unless none of the options is close to your field. **For your first selection please choose the specific field that most closely corresponds to your research project.**

1. Select One  
   **Other**

2. Select One  
   **Other**

3. Select One  
   **Other**

4. Select One  
   **Other**

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https://ofa.acls.org/programs/buddhistcritical/project/?sid=P8pAnW@t4ilkEXa8BJZ18pMF5k92ZoM56z8goOqLdrY10ETTwSO9iSSIHTeTBdld0afcZf3...
5. Select One

Other

For Collaborative Projects

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

**Collaborator 1**

First Name:

Last Name:

Affiliation:

Rank:

Email:

**Collaborator 2**

First Name:

Last Name:

Affiliation:
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 amount and tenure period, to which you **ARE APPLYING** for your present research proposal.

<table>
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<th>Source</th>
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</table>
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.)

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.

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.)

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.

https://ofa.acls.org/programs/buddhistcritical/references/?sid=P8pAnW@t4ilEXa8BJZ18pMF5k92ZoM56z8goQoLdrY10ETTwSO9iISSIHeTDld0afcZ… 1/2
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: a proposal, a project bibliography, an applicant's statement, a sample of the text(s) proposed for the critical edition or translation, a budget statement, and a publications list. The proposal, project bibliography, applicant's statement, sample text(s), budget, and publications list must be uploaded as one continuous file.

1. A) PROPOSAL

Please give your proposal a brief, descriptive title, and label sections of your narrative as appropriate to assist readers.

The proposal 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 critical edition or scholarly translation to existing literature in your discipline
- a rationale for the length of time requested
- specification of the identity and location of sources at archives, libraries, or geographical sites, as well as of Buddhist studies colleagues relevant to your project
- For collaborative projects: A clear plan for collaboration on the jointly prepared scholarly product is required. The narrative statement should explain, briefly but with all relevant detail, what you plan to do and why. You should describe progress already made. Your statement should also make clear the relevance of the project to the professional experience of all participants, and discuss the significance of this work within their specific and general fields. The proposal should explain in detail the process and product of the collaboration. It should make clear the goal of the collaboration, its structure, how credit and acknowledgement will be determined. Finally, the proposal should explain how collaboration will produce a final outcome more valuable than the sum of individual efforts.

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

B) PROJECT 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) SAMPLE TEXT(S)

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

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

E) BUDGET STATEMENT

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

F) PUBLICATIONS LIST

Publications resulting from previous research are an important factor in evaluating proposals from applicants. (Applicants who have previously conducted research supported by ACLS fellowships should report all publications resulting from that research.)

The publications list should be no more than 2 pages in Times New Roman 11-point font, and should be double-spaced between entries.

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

2) FOR COLLABORATIVE PROJECTS:

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

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

3) DOCUMENT SPECIFICATIONS:

- Items a, b, c, d, e and f must be uploaded as one continuous document. For collaborative Projects: items under 2) must be collated and uploaded as one continuous document.
- Margins must be at least one inch on all sides.
4) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

Your items should be collated in this order—proposal, project bibliography, applicant's statement, sample text(s), budget statement, and publications list—and submitted as one file. For collaborative Projects: items under 2) must be collated and uploaded as one continuous document.

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

Proposal, Bibliography, Applicant's Statement, Sample Text(s), Budget, and Publications List:

[Select]

NOT UPLOADED

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

[Select]
NOT UPLOADED
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 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 a complete 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]