



Sample Application

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

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



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

Program Description

WELCOME TO THE ONLINE APPLICATION FOR THE ROBERT H. N. HO FAMILY FOUNDATION NEW PROFESSORSHIPS IN BUDDHIST STUDIES.

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

- Institutions of higher education worldwide are eligible to apply for grants up to \$300,000 (to be expended over four years) in support of **new** teaching positions in Buddhist studies.
- The proposed position must be a new position, not a replacement for a retirement or for an otherwise vacated position in the same or very similar field.
- The establishment of the position must contribute significantly to the institution. This has been taken to mean establishing a curriculum in Buddhist Studies where none has existed or where such a curriculum was in clear and urgent need of support.
- Award funds should be used only for the new professor's salary, benefits, and research expenses, not for indirect or administrative costs, or office expenses.
- In addition, applicant institutions are eligible to request funds for costs related to a competitive search for the proposed position. The total amount requested must not exceed the \$300,000 maximum.
- A letter must be attached to the application from the institution's president, vice-chancellor, rector, provost, or dean expressing the institution's commitment to maintain the seeded position as a permanent, tenure-track post after the expiration of The Robert H. N. Ho Family Foundation's funding, consistent with the university's policies on tenure-track positions. At institutions without a tenure-track system, the applicant must commit to continuing the position for a substantial period after the expiration of grant funding and must provide a description of how this commitment fits its contractual practices.
- The heart of the application is a statement outlining the proposed position—its responsibilities, departmental location, its rank, the fit with the institution's mission and

curricular plans, and the qualifications sought in potential appointees. The statement should describe the process of identifying the appointee.

Completed applications must be submitted online no later than 9 pm, Eastern Standard Time, **January 08, 2020**. Notifications will be sent by May 31, 2020.

ELIGIBILITY

- Institutions of higher education worldwide, accredited colleges and universities, are eligible to apply.
- The application must be written in English.
- This is a global competition. There are no restrictions as to the location of the institution or the language(s) of instruction.
- Applications must include a multi-year plan for matching at least 1/3 of Foundation funding over the grant period, but the matching ratio need not be the same each year. (Please see a sample schedule for sequenced funding that meets the matching requirement here ([http://www.acls.org/uploadedFiles/Fellowships_and_Grants/Competitions_and_Deadlines/2019-2020_Materials/New_Buddhist_Studies_Professorships.pdf](http://www.acls.org/uploadedFiles/Fellowships_and_Grants/Competitions_and_Deadlines/2019-2020/2019-2020_Materials/New_Buddhist_Studies_Professorships.pdf)).

AWARD DETAILS

- Award funds should be used only for the new professor's salary, benefits, and research expenses, not for indirect or administrative costs, or office expenses.
- No university overhead is permitted.
- Applicant institutions are eligible to request funds for costs related to a competitive search for the proposed position. The total amount requested must not exceed the \$300,000 maximum award.

THE APPLICATION PROCESS

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

APPLICATION REQUIREMENTS

- Completed application form submitted through the Online Fellowship Application system
- A letter from the institution's president, vice-chancellor, rector, provost, or dean expressing the institution's commitment to maintain the seeded position as a permanent,

tenure-track post after the expiration of funding from The Robert H. N. Ho Family Foundation. The letter should state why the institution wishes to develop Buddhist studies. (no more than 3 single-spaced pages in Times New Roman 11 point font)

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

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

SELECTION CRITERIA

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

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

Continue



Eligibility

Eligibility Check

1. Is the institution applying for this grant an accredited and degree-granting university or college?

Yes No

Continue

SAMPLE



Eligibility Confirmation

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

[Continue](#)

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Continue



Instructions

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You may make as many visits to your application as you wish, and revise any information in your application until it has been submitted. In order to be considered, your application must be complete and in SUBMITTED status at **9 pm, EASTERN STANDARD TIME, January 08, 2020.**

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

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

A. HOW TO SAVE AND SUBMIT YOUR DATA.

1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the 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, January 08, 2020, in order for it to be considered. ACLS will take no responsibility for applications that are not in SUBMITTED status at the deadline. **Once your application has been SUBMITTED, even if it was submitted before the final deadline, no changes will be permitted.**
6. We strongly urge you to print out and save a copy of the final version of your SUBMITTED application. Your print copy should include your uploaded document. You can print your application until April 15, 2020.

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 (<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@acsls.org (mailto:ofahelp@acsls.org) with questions. (Please use the "OFA HELP" link instead if possible.)

Good luck with your application!

Continue

SAMPLE



Technical Support FAQ

Q: My name does not appear correctly in the application form and/or my web browser seems to have autofilled the wrong field for my name. How do I fix it?

A: Within the application portal, click on "Account Information" in the left menu. You may edit your name, password, security question, etc.

Q: I started an application, but no longer wish to apply. How do I cancel my application?

A: If you have not submitted your application, there is nothing further you need to do. If you entered referees, please let them know to ignore the email with instructions to upload their letters. If you submitted your application already, email ofahelp@acsls.org (<mailto:ofahelp@acsls.org>) and a staff person will make sure that your application is not processed.

Q: Are the page-limit requirements for uploaded documents strictly enforced? Will my application be considered if I exceed the page limits?

A: We are strict about the page limits for all uploaded documents. Documents must adhere to the page limits and formatting requirements to be reviewed. You should therefore be sure to check that your uploaded document(s) does not exceed the limits and edit as necessary.

Q: My proposal document looked fine on my computer, but after I uploaded it all the formatting has changed and made it difficult to read. Why did this happen and how can I fix it? Will this affect the review of my application?

A: Our system converts your uploaded document to Adobe™ Portable Document Format (PDF). Slight variations in formatting are a by-product of the conversion process. Our reviewers are aware of this, and slight irregularities will not affect the review of your application. To avoid problems in the conversion process, you should use simple formatting insofar as possible. You can check your original document as follows:

- Using the "show formatting" function in your document editing software, look for formatting that might have created problems, such as hard returns at the end of each line, text included in tables, diacritical marks, footnotes or endnotes, unnecessary page or section breaks, etc.
- Delete unnecessary formatting and try uploading your document again. If you continue to have problems and feel that your document is difficult to read, contact ofahelp@acsls.org

(mailto:ofahelp@acl.org) for assistance.

Q: My proposal includes non-English language characters. Will the system support these?

A: The PDF conversion software used by ACLS does not support all non-English language characters. If your proposal includes such characters, please view the PDF after uploading to be sure the characters appear properly. You can convert your document to PDF and upload again if you have access to Adobe Acrobat™ (the PDF-creation software, not Acrobat Reader™) or any other conversion software which better supports non-English language characters.

Q: There is some formatting that I feel is essential to my proposal (for example, diacritical marks or footnotes) but that seems to cause problems in the converted document. What can I do?

A: If you are unable to resolve the formatting problems, try converting your document to PDF and uploading it again. (See above.)

Q: I added page numbers to my proposal document, but when I view the uploaded document the formatting has changed.

A: We recommend that you use the "header/footer" function for page numbering. If you have tried this and the formatting still does not work, you may omit page numbering.

Q: I uploaded my narrative statement, bibliography, and publications list onto the application form, but when I went to print out my application, only my bibliography showed up on the PDF document. Did the other documents ever get uploaded, or do I need to try again?

A: For most applications the components of your upload (proposal, bibliography, publications list, etc.) should be collated to upload as one continuous document. If you try to upload separate documents, each will replace the one previously uploaded. Please combine the separate documents into one document, and then upload again. Note, however, that some programs require more than one upload, so be sure to read each program's instructions carefully.

Q: I uploaded the file of my project proposal yesterday but the website is not showing that it has been successfully uploaded. The following message is displayed on the screen: FILE BEING PROCESSED. Should I try to upload it again?

A: First try refreshing the page. If your document has been uploaded, the file name should appear under "FILE UPLOADED" as a link in red. You can confirm that the file has uploaded successfully by clicking on that red link and viewing your file. If the link does not appear in red, then try uploading your document again. If it fails to upload the second time, our system may be having difficulty converting your document. Contact ofahelp@acl.org (mailto:ofahelp@acl.org) and attach a copy of your document; if necessary, we will manually convert it for you.

Q: I would like to upload a new version of my proposal and delete the old one. Can I do that?

A: As long as your application remains "In Process," you may upload new/revised versions of

documents simply by repeating the upload process and selecting the document you wish to upload. (It does not matter if it has the same or a different file name.) When you click "Upload File," the new document version will be uploaded and the old version will be erased.

Q: I cannot print my application. When I click the View/Print Application button, the PDF document comes up on the screen, but when I try to print it I get a message saying it cannot print.

A: There may be an issue with the computer you are using. Please try another computer or make sure that you have the latest version of Adobe Acrobat Reader™ or other PDF-viewing software/browser plug-ins installed. (This software is required for viewing PDF files and is available free of charge.)

Q: I submitted my application unintentionally and/or wish to go back and correct or add to what I entered, but the system will not let me. What do I do?

A: As long as the application deadline has not yet passed, you mail email ofahelp@acsls.org (mailto:ofahelp@acsls.org) and a staff person will be able to "un-submit" your application so you can continue to work on it. Please do not forget to submit it (again) when you are done.

SAMPLE



Institution - Contact Information

 Institution - Contact Information

Name of Applicant Institution

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

INSTITUTIONAL REPRESENTATIVE

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

Salutation

Professor

First Name

Charles

Middle Name/Initial

Last Name

Xavier


Suffix

Position

Primary Email Address

ryanjcuthbert@gmail.com

(should be valid through May 2020)

 Office Information

Office Address

Four empty text input fields for the office address.

City

One empty text input field for the city.

State

A dropdown menu with the text "Select One" and a downward arrow.

(IF NOT U.S.)

Zip/Postal Code

One empty text input field for the zip/postal code.

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

Country

One empty text input field for the country.

(IF NOT U.S.)

Telephone

Telephone number input fields: () - , ext.

One empty text input field for the telephone number.

(IF NOT U.S.)

Fax

() -

Proposed New Professorship

Dates of proposed New Professorship

Beginning date:

/ /

Ending date:

/ /

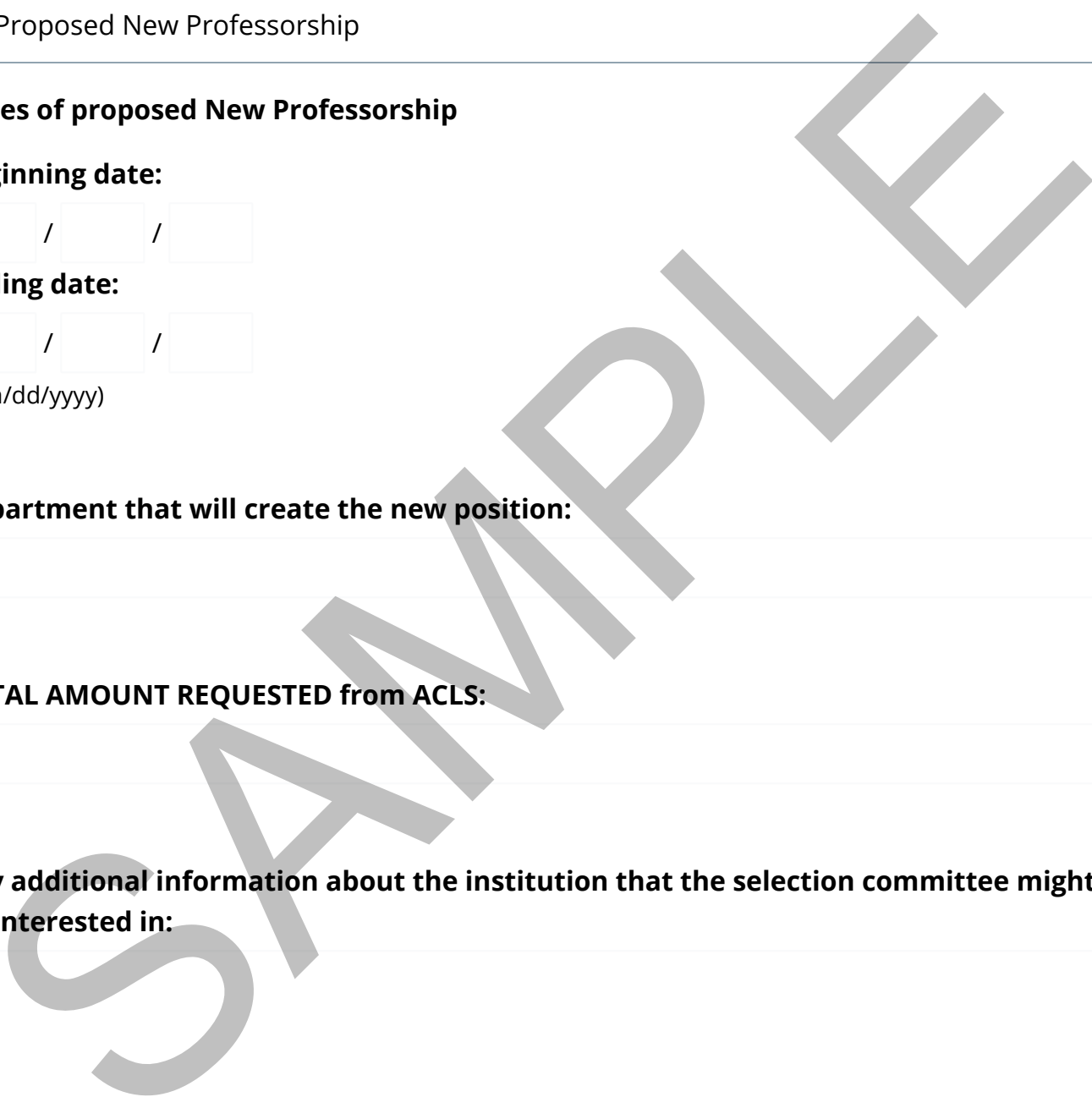
(mm/dd/yyyy)

Department that will create the new position:

TOTAL AMOUNT REQUESTED from ACLS:

Any additional information about the institution that the selection committee might be interested in:

(1000 max character limit: *character count = 0*)



Save

Save and Continue

SAMPLE



Proposal Upload

Proposal Upload

To complete your application package, in addition to the application form, you must upload the following items of the proposal: 1) the Letter of Commitment, 2) the Budget, 3) the Application Statement. **The Letter of Commitment should be uploaded separately; the Budget and the Application Statement should be collated and uploaded as one continuous document.**

PROPOSAL UPLOAD:

In preparing the proposal, please keep in mind that it will be reviewed by an international, interdisciplinary panel of scholars in Buddhist studies.

1) LETTER OF COMMITMENT:

The applicant institution must submit a letter from the institution's president, vice-chancellor, rector, provost, or dean expressing the institution's commitment to maintain the seeded position as a permanent, tenure-track post after the expiration of funding from The Robert H. N. Ho Family Foundation. The letter should state why the institution wishes to develop Buddhist studies.

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

The letter must be SIGNED and DATED.

The letter cannot exceed 3 single-spaced pages in Times New Roman 11 point font.

2) BUDGET:

Please provide a budget detailing all expenses, using the following categories: salary, benefits, research expenses, and, if applicable, costs related to a competitive search for the proposed position. Budget must be in US Dollars. The budget should clearly indicate the institution's matching funds for each year. Please see a sample here (http://www.acls.org/uploadedFiles/Fellowships_and_Grants/Competitions_and_Deadlines/2015_materials/New_Buddhist_Studies_Professorships.pdf).

3) APPLICATION STATEMENT:

The statement must outline the new proposed position—its responsibilities, departmental location, its rank, the fit with the institution's mission and curricular plans, and the qualifications sought in potential appointees. Please describe the process of identifying the appointee.

The statement cannot exceed 15 double-spaced pages in Times New Roman 11 point font.

Documents must adhere to the page limits and formatting requirements to be reviewed.

4) INSTRUCTIONS FOR UPLOADING THE DOCUMENTS:

The items should be uploaded in this order—1) Letter of Commitment should be uploaded as a separate file; 2) the Budget and 3) the Application Statement should be collated and uploaded as a second separate file.

Files will be accepted in the following formats **ONLY**:

Microsoft Word (.doc or .docx), Text only (.txt), or Adobe Portable Document Format (.pdf).

The file MUST include the appropriate extension (e.g., ".doc"); if you are on a Mac, you will need to enter the extension as part of the file name.

The buttons below will allow the uploading of the documents. You will be able to browse your computer system to select the file to be uploaded. When you have completed the upload, your file name should appear under "FILE UPLOAD STATUS" below as a blue link. You can confirm that the file has uploaded successfully by clicking on the blue link and viewing your file. Sometimes the process takes a little time: if your file name does not appear as a blue link, refresh the screen using the refresh button in your browser tool bar, or simply leave this screen and come back to it. If you have difficulty with your upload, consult the FAQ/technical support (/programs/faq/default.aspx#tech) before contacting OFA HELP.

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

revised version will be recorded and the old version erased.

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

Letter of Commitment:

(must be signed and dated)

Select

NOT UPLOADED

Budget and Application Statement:

Select

NOT UPLOADED

Upload Files

Continue

SAMPLE



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 one last time before submitting it since **no revisions are allowed after submission**. Your view/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



Help

 Contact Information

Email Address

Phone Number

System you are Using

Select One 

Browser you are Using

Select One 

Please describe the problem that you are having

Submit

SAMPLE