Sample Application

What follows is a sample of an application for the ACLS Fellowship Program. It is for informational purposes only.

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

ACLS
Advancing the Humanities

ACLS Fellowship Program

Deadline: October 02, 2012

APPLICATION STATUS: NOT STARTED

Program Choice
Account Information
Log Off

ACLS FELLOWSHIP PROGRAM

WELCOME TO THE ONLINE APPLICATION FOR THE ACLS FELLOWSHIP PROGRAM, which also includes the ACLS/SSRC/NEH International and Area Studies Fellowships and the ACLS/New York Public Library residential fellowships.

ACLS invites research applications in all disciplines of the humanities and the humanities-related social sciences. The ultimate goal of the project should be a major piece of scholarly work by the applicant that will take the form of a monograph or another equally substantial form of scholarship. ACLS does not fund creative work (e.g., novels or films), textbooks, straightforward translation, or pedagogical projects.

The ACLS Fellowships are intended as salary replacement to help scholars devote six to twelve continuous months to full-time research and writing. An ACLS Fellowship may be held concurrently with other fellowships and grants and any sabbatical pay, up to an amount equal to the candidate's current academic year salary. Tenure of the fellowship may begin no earlier than July 1, 2013 and no later than February 1, 2014.

The fellowship stipend is set at three levels based on academic rank: up to $35,000 for Assistant Professor and career equivalent; up to $45,000 for Associate Professor and career equivalent; and up to $65,000 for full Professor and career equivalent. ACLS will determine the level based on the candidate's rank or career status at the application deadline date. Approximately 25 fellowships will be available at the Assistant Professor level; approximately 20 at the Associate Professor level; and approximately 20 at the full Professor level.

Institutions and individuals contribute to the ACLS Fellowship Program and its endowment, including The Andrew W. Mellon Foundation, the National Endowment for the Humanities, the Council's college and university Associates, and former fellows and individual friends of the ACLS.

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

Completed applications must be submitted online no later than 9:00 p.m., Eastern Daylight Time, October 2, 2012. Notifications will be sent by late February 2013.

Eligibility

1. An applicant must be a citizen or permanent resident of the United States as of the application deadline date.

2. An applicant must hold a PhD degree conferred at least two years before the application deadline. However, an established scholar who can demonstrate the equivalent of the PhD in publications and professional experience may also qualify.

3. An applicant must not have held a "supported research leave" during the two years ending September 1, 2013, *including any supported research leave to be taken or initiated during the 2012-2013 academic year*. Therefore, to be eligible, an individual's most recent supported research leave before taking up the fellowship must have concluded prior to September 1, 2011.

"Supported research leave" is defined as the equivalent of one semester or more of time free from teaching or other employment to pursue scholarly research or writing supported by sabbatical pay or other institutional funding, fellowships and grants, or a combination of these. This definition applies to independent scholars as well as those with institutional affiliations.

SAMPLE

Application Requirements

Applications must include:

- Completed application form
- 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]
- Bibliography (no more than 2 pages)
- Publications list (no more than 2 pages)
- Two reference letters

Criteria Used in Judging ACLS Fellowship Applications

Peer reviewers in this program are asked to evaluate all eligible proposals on the following four criteria:

1. The potential of the project to advance the field of study in which it is proposed and make an original and significant contribution to knowledge.

2. The quality of the proposal with regard to its methodology, scope, theoretical framework, and grounding in the relevant scholarly literature.

3. The feasibility of the project and the likelihood that the applicant will execute the work within the proposed timeframe.

4. The scholarly record and career trajectory of the applicant.

ACLS/SSRC/NEH International and Area Studies Fellowships

In order to encourage humanistic research in area studies, special funding by the National Endowment for the Humanities and the ACLS has been set aside for up to 10 ACLS/SSRC/NEH International and Area Studies Fellowships to be designated among the successful applicants to the central ACLS Fellowship competition. Scholars pursuing research and writing on the societies and cultures of Asia, Africa, the Middle East, Latin America and the Caribbean, Eastern Europe, and the former Soviet Union will be eligible for these special fellowships.

Application must be made to the ACLS Fellowship Program and all requirements and provisions of that program must be met, with the addition that an International and Area Studies Fellow must be either a US citizen or a permanent resident who has lived in the United States continuously for at least three years by the application deadline. These Fellows also must submit a final report to both NEH and ACLS. Designation of the ACLS/SSRC/NEH International and Area Studies Fellows will be made by ACLS.

ACLS/New York Public Library Fellowships

ACLS may give up to five residential fellowships per year in conjuction with the New York Public Library's Dorothy and Lewis B. Cullman Center for Scholars and Writers. The Center for Scholars and Writers provides opportunities for up to 15 fellows to explore the rich, diverse collections in the NYPL's Stephen A. Schwarzman Building (formerly the Humanities and Social Sciences Library). The Center also serves as a forum for the exchange of ideas among fellows, invited guests, the wider academic and cultural communities, and the interested public. It provides individual office space and common areas in the Library building. Fellows are required to be in residence from September 3, 2013 through May 23, 2014 and to participate in Center activities. These may include lunches, panel discussions, public conversations, symposia, and interviews. More information about The New York Public Library and its collections is available www.nypl.org/research-collections.

The stipend for the NYPL residential fellowships will be $65,000. Application for an ACLS/NYPL residential fellowship has the same eligibility requirements, application form, and schedule as the ACLS Fellowship Program, with the additional proviso that these residential fellowships will be granted to scholars whose projects will benefit from research in the NYPL's Stephen A. Schwarzman Building. Therefore, applicants for these fellowships must check the box indicating the wish also to be considered for an ACLS/New York Public Library Fellowship, and must complete the ACLS/NYPL Fellowships Supplement to explain why and identify the specific resources to be used in the NYPL as a residential fellow.

PLEASE NOTE: Because this is a joint fellowship, applicants for the ACLS/NYPL residential

SAMPLE

fellowships must also apply to the Dorothy and Lewis B. Cullman Center for Scholars and Writers at the NYPL. The application for the NYPL competition is available at www.nypl.org/csw. The deadline for application and letters of recommendation is September 28, 2012. Questions may be addressed to csw@nypl.org.

An application for an ACLS/NYPL residential fellowship may have any one of the following outcomes: 1) a fellowship awarded solely by the Dorothy and Lewis B. Cullman Center for Scholars and Writers, 2) an ACLS Fellowship awarded solely by ACLS, or 3) an NYPL/ACLS residential fellowship awarded jointly by the two organizations.

START APPLICATION

SAMPLE

ACLS
Advancing the Humanities

ACLS Fellowship Program

Deadline: October 02, 2012

APPLICATION STATUS: NOT STARTED

Program Choice
Account Information
Log Off

ACLS FELLOWSHIP

1. Are you a US citizen or permanent resident?

○ Yes ○ No

2. Do you have a PhD degree that was conferred at least two years before the application deadline or do you have the equivalent of a PhD*?

○ Yes ○ No

3. Have you had a "supported research leave" during the two years ending September 1, 2013, including any such leave to be taken or initiated during the 2012-2013 academic year?**

○ Yes ○ No

***An established scholar who can demonstrate the equivalent of the PhD in publications and professional experience may also qualify. If you feel that you have the equivalent of a PhD, please check "yes" and contact fellowships@acls.org to provide supporting documentation. You should also explain your circumstances in the last question on the Professional Background screen of the application.**

****Supported research leave is defined as the equivalent of one semester or more of time free from teaching or other employment to pursue scholarly research or writing supported by sabbatical pay or other institutional funding, fellowships and grants, or a combination of these. This definition applies to independent scholars as well as those with institutional affiliations.**

CONTINUE

SAMPLE

ACLS
Advancing the Humanities

ACLS Fellowship Program

Deadline: October 02, 2012

APPLICATION STATUS: IN PROCESS

BACK NEXT

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ
- Application Form
  - Contact Information
  - Education
  - Current Position
  - Professional Background
  - Awards
  - Research Project
  - Fellowship Subsets
  - Administrative Information
  - Reference Letters
- Proposal Upload
- Submit Application
- View/Print Application
- Mac Users
- Problem viewing PDF?
- Log Off

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 p.m., EASTERN DAYLIGHT TIME, October 2, 2012. You should complete the REFERENCE LETTERS section as soon as possible since your letter writers will also have until the application deadline (October 2) to submit their letters.**

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

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

A. How to SAVE and SUBMIT your data.

1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the navigation links and/or arrows provided on each application screen.
2. You must **SAVE each time you leave a screen**. If you do not click on SAVE, anything entered since you last hit SAVE on that screen will be lost. (Any work from a previous session will be retained, but any new entries will be lost.) The SAVE button is on the bottom right 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 p.m., Eastern Daylight Time, October 2, 2012 in order for it to be considered. ACLS will take no responsibility for applications that are not in SUBMITTED status at the deadline. **Once your application has been SUBMITTED, even if it was submitted before the final deadline, no changes will be permitted.**
6. We strongly urge you to print out and save a copy of the final version of your SUBMITTED application. Your print copy should include your uploaded document. You can print your application until January 15, 2013.

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

SAMPLE

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.

C. How to get help.

1. If you have questions about the application process, please consult FAQs. 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!

CONTINUE

SAMPLE

ACLS
Advancing the Humanities

ACLS Fellowship Program

Deadline: October 02, 2012

APPLICATION STATUS: IN PROCESS

BACK NEXT

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ
- Application Form
  - Contact Information
  - Education
  - Current Position
  - Professional Background
  - Awards
  - Research Project
  - Fellowship Subsets
  - Administrative Information
  - Reference Letters
- Proposal Upload
- Submit Application
- View/Print Application
- Mac Users
- Problem viewing PDF?
- Log Off

CONTACT INFORMATION

OFA HELP

Salutation

First Name

Middle Name/Initial

Last Name

Suffix

Primary email address
(should be valid through May 2013)

Office Address

City

State Select One

State/Province (IF NOT U.S.)

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

Country (IF NOT U.S.)

Telephone ( ) - , ext .

Telephone (IF NOT U.S.)

Fax ( ) -

Home Address

City

SAMPLE

State Select One

State/Province (IF NOT U.S.)

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

Country (IF NOT U.S.)

Telephone ( ) -

Telephone (IF NOT U.S.)

Fax ( ) -

Which is your preferred mailing address? Select

(***Be sure to indicate your preferred mailing address.*** *That is where we will mail [regular first-class U.S. postal service] the letter informing you of the result of your application.)*

SAVE

BACK NEXT

SAMPLE

ACLS
Advancing the Humanities

ACLS Fellowship Program

Deadline: October 02, 2012

APPLICATION STATUS: IN PROCESS

BACK NEXT

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ
- Application Form
  - Contact Information
  - Education
  - Current Position
  - Professional Background
  - Awards
  - Research Project
  - Fellowship Subsets
  - Administrative Information
  - Reference Letters
- Proposal Upload
- Submit Application
- View/Print Application
- Mac Users
- Problem viewing PDF?
- Log Off

EDUCATION

OFA HELP

PhD received from

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

☐ Check this box if you feel that you have the equivalent of a PhD. Explain your circumstances in the space provided for additional information on the Professional Background screen.

Date PhD received ☐ / ☐ *(mm/yyyy)*

PhD major discipline

Title of doctoral dissertation

Name of dissertation supervisor

Master's degree received from

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

Select a degreemain width="70%">Select a degree

Select One

Date master's degree received ☐ / ☐ *(mm/yyyy)*

Master's degree major discipline

BA/BS received from

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

Date BA/BS received %"> Date BA/BS received *(mm/yyyy)* ☐ / ☐

BA/BS major discipline

List any additional degrees

List up to six foreign languages you can use, indicating proficiency in reading, speaking, and writing. *(Use E=Excellent, G=Good, F=Fair or less, N/A=Not applicable.) If you are either a Native Speaker or Heritage Speaker of a language, please indicate by checking the appropriate box.*

Language	Reading	Speaking	Writing	Native Speaker	Heritage Speaker
	*	*	*	☐	☐
	*	*	*	☐	☐
	*	*	*	☐	☐

SAMPLE

	*	*	*		
	*	*	*		
	*	*	*		

SAVE

BACK NEXT

SAMPLE

ACLS
Advancing the Humanities

ACLS Fellowship Program

Deadline: October 02, 2012

APPLICATION STATUS: IN PROCESS

BACK NEXT

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ
- Application Form
  - Contact Information
  - Education
  - Current Position
  - Professional Background
  - Awards
  - Research Project
  - Fellowship Subsets
  - Administrative Information
  - Reference Letters
- Proposal Upload
- Submit Application
- View/Print Application
- Mac Users
- Problem viewing PDF?
- Log Off

CURRENT POSITION

OFA HELP

Rank/Title: Select One

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

Discipline

(Please indicate here the discipline you would use in completing your academic title, for example, Associate Professor of French Literature, *Professor of* Philosophy, *etc. Write* **only** *the name of your discipline, not your professorial title.)*

Specialization

Department

Institution

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

Date you began this position *(mm/yyyy)* /

Are you tenured? Select

If YES, when did your first tenured semester begin?
(mm/yyyy) /

If you are an Assistant Professor or equivalent, when did you begin your first teaching semester/quarter at that rank, even if that occurred in a previous job?
(mm/yyyy) /

If you do NOT hold the rank of Full, Associate, or Assistant Professor, as a research scholar, with which group would you most identify?

○ Full Professor ○ Associate Professor ○ Assistant Professor ○ N/A

Second Institution *(if applicable)*

(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

SAMPLE

position?

SAVE

BACK NEXT

SAMPLE

ACLS
Advancing the Humanities

ACLS Fellowship Program

Deadline: October 02, 2012

APPLICATION STATUS: IN PROCESS

BACK NEXT

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ
- Application Form
  - Contact Information
  - Education
  - Current Position
  - Professional Background
  - Awards
  - Research Project
  - Fellowship Subsets
  - Administrative Information
  - Reference Letters
- Proposal Upload
- Submit Application
- View/Print Application
- Mac Users
- Problem viewing PDF?
- Log Off

PROFESSIONAL BACKGROUND

OFA HELP

List positions held (professional, teaching, administrative, curatorial) since college graduation, beginning with current position. Give name of institution, title, and approximate dates of employment for each.

Please remember:

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

Institution/Employer

Title

From / To /

Institution/Employer

Title

From / To /

Institution/Employer

Title

From / To /

Institution/Employer

Title

From / To /

Institution/Employer

Title

From / To /

Dates of your last "supported research leave." ("Supported research leave" is defined as the equivalent of one semester or more of time free from teaching or other employment to pursue scholarly research or writing, supported by sabbatical pay or other institutional funding, fellowships and grants or a combination of these. We do not consider a single quarter equivalent to a semester, although two consecutive quarters are.)

From / to /

This was equivalent to:

◉ N/A ○ one semester ○ two semesters ○ three semesters ○ four semesters

List the source(s) and approximate amount of support for that leave (include sabbatical salary):

SAMPLE

Source

Amount

Source

Amount

Source

Amount

Please provide any other relevant information to help reviewers better understand your professional background and to contextualize elements of your career listed elsewhere in your application. Some possible issues include service, teaching, administration, family and other personal circumstances, public humanities work, alternate career paths, character of your work (archival, field work, collaborative, etc.). *(Space is available for up to 1000 characters, including spaces.)*

SAVE

SAMPLE

ACLS
Advancing the Humanities

ACLS Fellowship Program

Deadline: October 02, 2012

APPLICATION STATUS: IN PROCESS

BACK NEXT

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ
- Application Form
  - Contact Information
  - Education
  - Current Position
  - Professional Background
  - Awards
  - Research Project
  - Fellowship Subsets
  - Administrative Information
  - Reference Letters
- Proposal Upload
- Submit Application
- View/Print Application
- Mac Users
- Problem viewing PDF?
- Log Off

AWARDS

OFA HELP

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

Please remember:

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

Award

Award Type Select One

From / To / Amount $

Purpose

Award

Award Type Select One

From / To / Amount $

Purpose

Award

Award Type Select One

From / To / Amount $

Purpose

Award

Award Type Select One

From / To / Amount $

Purpose

Award

SAMPLE

Award Type: Select One

From / To / Amount $

Purpose

Award

Award Type: Select One

From / To / Amount $

Purpose

Award

Award Type: Select One

From / To / Amount $

Purpose

Award

Award Type: Select One

From / To / Amount $

Purpose

SAVE

SAMPLE

ACLS
Advancing the Humanities

ACLS Fellowship Program

Deadline: October 02, 2012

APPLICATION STATUS: IN PROCESS

BACK NEXT

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ
- Application Form
  - Contact Information
  - Education
  - Current Position
  - Professional Background
  - Awards
  - Research Project
  - Fellowship Subsets
  - Administrative Information
  - Reference Letters
- Proposal Upload
- Submit Application
- View/Print Application
- Mac Users
- Problem viewing PDF?
- Log Off

RESEARCH PROJECT

OFA HELP

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

Do not use hard returns.

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

Research Proposal Abstract
(Space is available for up to 800 characters, including spaces.)

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

Your proposal will be reviewed by scholars within your specific discipline and in other disciplines in the humanities and related social sciences. State the significance of your project for the humanities and related social sciences. Indicate how and why the project might be of interest to scholars in other disciplines. Please avoid discipline-specific jargon that may pose a problem for non-specialists.
(Space is available for up to 2000 characters, including spaces.)

SAMPLE

If you are planning to conduct your proposed research project in a particular location, please specify where and when you plan to do so. Please be brief and give your response in this format: semester/location. Longer explanations of research plans should be included in your proposal document. *(Space is available for up to 150 characters, including spaces.)*

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

1. Select One
2. Select One
3. Select One
4. Select One

Other

List any countries or geographical areas 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

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

1. Select One Other
2. Select One Other
3. Select One Other

SAMPLE

4. Select One Other

5. Select One Other

SAVE

BACK NEXT

SAMPLE

ACLS
Advancing the Humanities

ACLS Fellowship Program

Deadline: October 02, 2012

APPLICATION STATUS: IN PROCESS

BACK NEXT

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ
- Application Form
  - Contact Information
  - Education
  - Current Position
  - Professional Background
  - Awards
  - Research Project
  - Fellowship Subsets
  - Administrative Information
  - Reference Letters
- Proposal Upload
- Submit Application
- View/Print Application
- Mac Users
- Problem viewing PDF?
- Log Off

SUB-FELLOWSHIP SELECTION

OFA HELP

In addition to the general ACLS Fellowships, application for an ACLS Fellowship may include consideration for any of the programs listed below. Please see Program Description for full details and, if appropriate, enter your selection(s) below.

1. **ACLS/SSRC/NEH International and Area Studies Fellowships**

   Up to 10 ACLS/SSRC/NEH International and Area Studies Fellows will be designated from among the successful applicants to the ACLS Fellowship Program. Scholars pursuing research and writing on the societies and cultures of Asia, Africa, the Middle East, Latin America and the Caribbean, Eastern Europe, and the former Soviet Union are eligible.

   ☐ **Check here** if you are eligible for an ACLS/SSRC/NEH International and Area Studies Fellowship.

   Nothing additional to the ACLS Fellowship application is required.

2. **ACLS/New York Public Library residential fellowships**

   Up to five Fellowships will be jointly offered by the ACLS and the NYPL Center for Scholars and Writers. **These joint fellowships require application to both the ACLS and the NYPL Dorothy and Lewis B. Cullman Center for Scholars and Writers (deadlines, forms, and procedures are different for each program).** You must also complete the ACLS/NYPL Fellowships Supplement.

   ☐ **Check here** if you are applying for an ACLS/New York Public Library Fellowship.

   Requirements: 1) Application to the ACLS Fellowship Program, 2) Application to NYPL Residential Fellowships at the Center for Scholars and Writers, and 3) Completion of ACLS/NYPL Fellowships Supplement.

SAVE

BACK NEXT

SAMPLE

ACLS
Advancing the Humanities

ACLS Fellowship Program

Deadline: October 02, 2012

APPLICATION STATUS: IN PROCESS

BACK NEXT

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ
- Application Form
  - Contact Information
  - Education
  - Current Position
  - Professional Background
  - Awards
  - Research Project
  - Fellowship Subsets
  - Administrative Information
  - Reference Letters
- Proposal Upload
- Submit Application
- View/Print Application
- Mac Users
- Problem viewing PDF?
- Log Off

ADMINISTRATIVE INFORMATION

OFA HELP

This information is REQUIRED (except as noted). It is for administrative purposes only and will not be distributed as part of the selection process.

Please remember:

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

Current salary $ _____ *(do not add benefits or summer salary).*

Amount requested from ACLS $ _____

What is your country of citizenship? Select One

If NOT United States, do you hold US Permanent Resident status? Select

AND have you lived in the US continuously for at least the past 3 years? Select

Beginning date for ACLS Fellowship ___ / ___ / ____ (mm/dd/yyyy)

Ending date for ACLS Fellowship ___ / ___ / ____ (mm/dd/yyyy)

If the ACLS Fellowship tenure period and stipend requested will be used toward a longer research leave, please give dates of the total planned leave.

From ___ / ____ (mm/yyyy) To ___ / ____ (mm/yyyy)

List other sources of support, for example, sabbatical salary, other fellowships and grants, **ALREADY CONFIRMED** in connection with your proposed research project or planned total period of research leave. Also indicate the approximate amount of funding and period of support.

Source _____

From ___ / ____ To ___ / ____ Amount $ _____

SAMPLE

Source

From / To / Amount $

Source

From / To / Amount $

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

Source

From / To / Amount $

Source

From / To / Amount $

Source

From / To / Amount $

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

Date of birth / / (mm/dd/yyyy)

Gender Select

With which group(s) do you most identify?

- White (not of Hispanic origin)
- Black (not of Hispanic origin)
- Hispanic or Latino
- American Indian or Alaskan Native
- Asian
- Native Hawaiian or other Pacific Islander

Other

The following questions are for informational purposes only.

1. How did you learn about ACLS fellowship programs? **(Please select all that apply.)**

- Higher Education publication (e.g., Chronicle of Higher Education, Inside Higher Ed)
- Department newsletter or bulletin board

SAMPLE

- [ ] Dean or other administrator
- [ ] Office of Sponsored Research/Grants and Fellowships
- [ ] ACLS website

Other website: _____

- [ ] Former Fellows
- [ ] Other/informal communication

Other: _____

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

ACLS Constituent Learned Societies

- [ ] African Studies Association
- [ ] American Academy of Arts and Sciences
- [ ] American Academy of Religion
- [ ] American Anthropological Association
- [ ] American Antiquarian Society
- [ ] American Association for the History of Medicine
- [ ] American 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 Society of Church History
- [ ] American Society of Comparative Law
- [ ] American Society of International Law
- [ ] American Sociological Association
- [ ] American Studies Association
- [ ] Archaeological Institute of America
- [ ] Association for Asian Studies
- [ ] Association for Jewish Studies
- [ ] Association for Slavic, East European, and Eurasian Studies
- [ ] Association for the Advancement of Baltic Studies
- [ ] Association of American Geographers
- [ ] Association of American Law Schools
- [ ] Bibliographical Society of America
- [ ] College Art Association
- [ ] 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
- [ ] North American Conference on British Studies
- [ ] Organization of American Historians
- [ ] Renaissance Society of America
- [ ] Rhetoric Society of America
- [ ] Sixteenth Century Society and Conference
- [ ] Society for American Music
- [ ] Society for Cinema and Media Studies
- [ ] Society for Ethnomusicology

SAMPLE

- ☐ American Philological Association
- ☐ American Philosophical Association
- ☐ American Philosophical Society
- ☐ American Political Science Association
- ☐ American Schools of Oriental Research
- ☐ American Society for Aesthetics
- ☐ American Society for Eighteenth-Century Studies
- ☐ American Society for Environmental History
- ☐ American Society for Legal History
- ☐ American Society for Theatre Research
- ☐ 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
- ☐ 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 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 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/SSRC/NEH International and Area Studies Fellowship
- ☐ ACLS/New York Public Library Fellowship
- ☐ Ryskamp Fellowship
- ☐ Burkhardt Fellowship
- ☐ Digital Innovation Fellowship
- ☐ Collaborative Research Fellowship
- ☐ ACLS New Faculty Fellows

SAMPLE

- [ ] ACLS Public Fellows
- [ ] Andrew W. Mellon Foundation/ACLS Early Career Fellowship Program - Dissertation Completion Fellowship
- [ ] Andrew W. Mellon Foundation/ACLS Early Career Fellowship Program - Recent Doctoral Recipients Fellowship
- [ ] Luce/ACLS Dissertation Fellowship in American Art
- [ ] SSRC/ACLS International Dissertation Research Fellowship
- [ ] American Research in the Humanities in China
- [ ] Chinese Fellowships for Scholarly Development
- [ ] CCK New Perspectives on Chinese Culture and Society
- [ ] Early Career Postdoctoral Fellowships in East European Studies
- [ ] Dissertation Fellowships in East European Studies
- [ ] East European Studies Language-Training Grants
- [ ] ACLS Library of Congress Fellowships in International Studies
- [ ] Contemplative Practice Fellowship
- [ ] Luce/ACLS Grants to Individuals in East and Southeast Asian Archaeology and Early History

SAVE

SAMPLE

ACLS
Advancing the Humanities

ACLS Fellowship Program

Deadline: October 02, 2012

APPLICATION STATUS: IN PROCESS

BACK NEXT

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ
- Application Form
  - Contact Information
  - Education
  - Current Position
  - Professional Background
  - Awards
  - Research Project
  - Fellowship Subsets
  - Administrative Information
  - Reference Letters
- Proposal Upload
- Submit Application
- View/Print Application
- Mac Users
- Problem viewing PDF?
- Log Off

REFERENCE LETTERS

OFA HELP

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.

Two letters of reference are required. We suggest that you secure as referees scholars competent to judge both the present research proposal and your past scholarship; ideally, you should select referees who are not affiliated with your own institution.

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.
- Your referees will not receive an email to begin this process until you have entered the information and clicked the "send email" button.

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 letters submitted will be the letters on file in support of your application.** Once two 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.

Letters of reference are due by the application deadline, October 2, 2012. It is your responsibility to check online to see whether letters have been submitted. The system will continue to accept letters 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.

If your referee cannot use an online system, see FAQ.

You may 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.

SAMPLE

REFEREE INFORMATION [Add Referee]

Reference Name	Reference Email	Referee Type	Date Entered	Status
NONE ENTERED				

BACK NEXT

SAMPLE

ACLS
Advancing the Humanities

ACLS Fellowship Program

Deadline: October 02, 2012

APPLICATION STATUS: IN PROCESS

BACK NEXT

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ
- Application Form
  - Contact Information
  - Education
  - Current Position
  - Professional Background
  - Awards
  - Research Project
  - Fellowship Subsets
  - Administrative Information
  - Reference Letters
- Proposal Upload
- Submit Application
- View/Print Application
- Mac Users
- Problem viewing PDF?
- Log Off

PROPOSAL UPLOAD

OFA HELP

To complete your application package, in addition to the application form, you must upload the following items: 1) a proposal, 2) a bibliography, and 3) a publications list. **All three items should be collated to upload as one continuous document.**

1) PROPOSAL:

In preparing this material, please keep in mind that our review process consists of two stages. At the first stage, applicants' work is reviewed by specialists in their disciplines, while at the second, it is reviewed by a multi-disciplinary committee of scholars in the humanities and social sciences.

> **Content:** A concise statement describing your research project is required. The narrative statement should explain, briefly but specifically, what you plan to do and why, as well as describe progress already made, make clear the relevance of the project to your professional experience, and discuss the significance of this work within your specific and general fields. Please balance the description of specific work plans against an overview of your goals and the contribution this project will make to the field(s) it engages. Please title your proposal in a brief, descriptive way and label sections of your narrative as appropriate to assist readers.
>
> In addition, if your project is part of a collaborative undertaking, it is essential to explain that context and describe your relationship to the other participants. Please also list the names of your colleagues and indicate whether or not those individuals are also applying for ACLS fellowships in the current competition.
>
> **The proposal must not exceed five double-spaced pages in Times New Roman 11-point font. You may, however, include up to 2 additional pages of images, musical scores, or other similar supporting non-text materials.**

2) 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 two pages,** and should be double-spaced between entries.

3) PUBLICATIONS LIST:

This should be a list of your representative publications and should include titles, dates of publication, names of publishers or journals, and numbers of pages.

> **Your publications list must not exceed two pages,** and may be in whatever format you normally keep it.

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

4) DOCUMENT SPECIFICATIONS:

SAMPLE

All three items 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 total size of the upload, 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 may 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 may number pages consecutively throughout the entire document, or you may number the different sections separately. (Page numbers are most helpful on the proposal, so you may omit them on the other items if you wish.)
- If you have difficulty with your upload, consult the FAQ/technical support before contacting OFA HELP.

5) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

Your items should be collated in this order—proposal, bibliography, publication list—and submitted as one file.

Files will be accepted in the following formats **ONLY:**
Microsoft Word (.doc or .docx), WordPerfect Version 5. or later (.wpd), Text only (.txt), or Adobe Portable Document Format (.pdf). **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 document. 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 document by simply repeating the upload process and selecting the new/revised version. (This may have the same file name or a new file name.) When you click on "Upload File" the revised version will be recorded and the old version erased.

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

Mac Users:
Problems viewing PDF?

FILE UPLOAD STATUS:

NOT UPLOADED

UPLOAD FILE

SAMPLE

ACLS
Advancing the Humanities

ACLS Fellowship Program

Deadline: October 02, 2012

APPLICATION STATUS: IN PROCESS

BACK

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ
- Application Form
  - Contact Information
  - Education
  - Current Position
  - Professional Background
  - Awards
  - Research Project
  - Fellowship Subsets
  - Administrative Information
  - Reference Letters
- Proposal Upload
- Submit Application
- View/Print Application
- Mac Users
- Problem viewing PDF?
- Log Off

SUBMIT APPLICATION

OFA HELP

The following section(s) need to be completed before you can submit your application:

Education
- PhD institution
- PhD month
- PhD date

Current Position
- Institution

Research Project
- Research proposal title
- Research proposal abstract
- Significance of your project
- Please identify up to five disciplinary areas that best describe your research project

Administrative Information
- What is your country of citizenship?

SAMPLE