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Advancing the Humanities

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ACLS Digital Innovation Fellowship Program

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ACLS DIGITAL INNOVATION FELLOWSHIP PROGRAM

WELCOME TO THE ONLINE APPLICATION FOR THE ACLS DIGITAL INNOVATION FELLOWSHIP PROGRAM

ACLS invites applications for the **ACLS Digital Innovation Fellowships**, generously funded by The Andrew W. Mellon Foundation. This program supports digitally based research projects in all disciplines of the [humanities and the humanities-related social sciences](#). It is hoped that projects of successful applicants will help advance digital humanistic scholarship by broadening understanding of its nature and exemplifying the robust infrastructure necessary for creating such works.

ACLS Digital Innovation Fellowships are intended to support an academic year dedicated to work on a major scholarly project that takes a digital form. Projects may:

- Address a consequential scholarly question through new research methods, new ways of representing the knowledge produced by research, or both;
- Create new digital research resources;
- Increase the scholarly utility of existing digital resources by developing new means of aggregating, navigating, searching, or analyzing those resources;
- Propose to analyze and reflect upon the new forms of knowledge creation and representation made possible by the digital transformation of scholarship.

ACLS will award up to six Digital Innovation Fellowships in this competition year. Each fellowship carries a stipend of up to \$60,000 towards an academic year's leave and provides for project costs of up to \$25,000. ACLS does not support creative works (e.g., novels or films), textbooks, straightforward translations, or purely pedagogical projects.

This year's successful applicants may take up the fellowship in 2015-16 or at any time up to September 1, 2016, with tenure completed by June 30, 2017. Fellowship tenure may be one continuous year, or two semesters taken over two years, but candidates must commit themselves firmly to their preferred timeframe on their completed applications.

ACLS Digital Innovation Fellowships are intended as salary replacement and 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.

Given the nature of the program, proposals need to explicitly state the means and tools (software, applications, interfaces) to be used to accomplish the project's goals. Furthermore, a project plan and budget are required. These fellowships also include provision for additional project costs, which can be used for project-related expenses such as software, equipment, travel, or consultant fees. (See [sample budget](#).) Institutional indirect costs will not be covered.

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, September 24, 2014. Notifications will be sent by early February 2015.

Objectives

The aim of this program is to provide scholars the means to pursue intellectually significant projects that deploy digital technologies intensively and innovatively.

The fellowship therefore includes a stipend to allow an academic year's leave from teaching, and funds that may be used for purposes such as:

- Access to tools and personnel for digital production. This could include acquiring hardware and software, engaging consultants, or purchasing access to digital collections. Preference will be given to project plans that make the most efficient use of existing cyberinfrastructure, either on the applicant's campus, host institution, or beyond.
- Collaborative work. Applications are encouraged that include, where appropriate, plans for contact with centers for humanities computing or with disciplinary and interdisciplinary research centers (such as campus and national humanities centers).
- Dissemination and Preservation. Applicants must specify how their projects will be presented and preserved. Applicants should also outline strategies for raising the visibility of their projects at workshops, seminars, conferences, and meetings of their field or discipline.

While demonstration of scholarly excellence will be the primary criterion for selection, such excellence should be manifest in the digital context. Applicants should discuss both the intellectual ambitions of the project and its technological underpinnings. Proposals should specify how digital technologies add value to humanistic study.

Further, proposals will be evaluated relative to the technical requirements for completing a successful research project; evidence of significant preliminary work already completed; the comparative advantage of the proposed project as measured against other related or similar projects; and (as appropriate) those features of the proposal that would promote teamwork and collaboration in the course of the project. Successful applicants should also indicate how their projects articulate with the local infrastructure at their home institutions or the institution hosting the project.

Applicants must present a coherent plan for development of their project, including a description of tasks to be accomplished within the period of the fellowship, and the budget required for those tasks. The project budget is an essential element of the application and its evaluation will weigh in the overall selection process. The project plan should reflect a thoughtful approach to the project's sustainability, scalability, dissemination, and preservation, and include a statement addressing intellectual property issues.

All applications must include the endorsement of a senior administrator of the applicant's institution or the institution hosting the project. This endorsement should include discussion of how the institution's existing cyberinfrastructure complements and supports the technologies to be developed for the specified project.

Eligibility

1. This program is open to scholars in all fields of the humanities and the humanistic social sciences.
2. Applicants must have a PhD degree conferred prior to the application deadline. (An established scholar who can demonstrate the equivalent of the PhD in publications and professional experience may also qualify.)
3. U.S. citizenship or permanent resident status is required as of the application deadline.

Application Requirements

Applications must be submitted online and must include:

- Completed application form
- 10-page Proposal (double spaced, in Times New Roman 11-point font). The proposal should explain your research plan in relation to the objectives of the Digital Innovation Fellowship Program. 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 digital scholarship generally and to the particular scholarly field(s) it engages. Furthermore, proposals should explicitly state the means and tools (software, applications, interfaces) to be used to accomplish the project's goals. Proposals should present plans for how the project will be sustained and preserved over time, and how the applicant will disseminate notice of its availability. Please give your proposal a brief, descriptive title, 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.

- 3-page Bibliography providing an overview of the publications central to advancing the project; annotation may be provided to accompany certain items
- Publications list (no more than 2 pages)
- Project plan (no more than 3 pages) providing a coherent plan for development of the project, including a description of tasks to be accomplished within the period of the fellowship. This plan should reflect a thoughtful approach to the project's sustainability, scalability, dissemination, and preservation, and include a statement addressing intellectual property issues.
- Budget plan (no more than 2 pages) providing a detailed account of the proposed use of the research funds. (See [sample budget](#).)
- Three reference letters
- Institutional statement from a senior official of your home institution or the institution hosting the project (dean, provost, president, or other appropriate person). The provided form asks the institutional representative to confirm that the institution's existing cyberinfrastructure complements and supports the technologies to be developed for the specified project.

Evaluation Criteria

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

1. Scholarly excellence, in terms of the project's intellectual ambitions and technological underpinnings.
2. The project's feasibility.
3. The project's intellectual, technological, and institutional sustainability.
4. The project's portability, accessibility, and scalability. Will it be widely used by the scholarly field it concerns?
5. The project's articulation with local infrastructure at the applicant's home institution or at the institution hosting the project.



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Deadline: September 24, 2014

APPLICATION STATUS: NOT STARTED

Program Choice	ACLS DIGITAL INNOVATION FELLOWSHIP
Account Information	
Log Off	
	<p>1. Are you a US citizen or permanent resident?</p> <p style="text-align: center;">Yes No</p> <p>2. Do you hold the PhD or equivalent*?</p> <p style="text-align: center;">Yes No</p> <p>*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@acsls.org to provide supporting documentation. You should also explain your circumstances in the last question on the Professional Background screen of the application.</p>



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INSTRUCTIONS

You may make as many visits to your application as you wish, and revise any information in your application until it has been submitted. In order to be considered, your application must be complete and in SUBMITTED status at **9 p.m., EASTERN DAYLIGHT TIME, September 24, 2014. You should complete the REFERENCE LETTERS section as soon as possible since your letter writers will also have until the application deadline (September 24) to submit their letters.**

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

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

A. How to SAVE and SUBMIT your data.

1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the navigation links and/or arrows provided on each application screen.
2. You must **SAVE each time you leave a screen**. If you do not click on SAVE, anything entered since you last hit SAVE on that screen will be lost. (Any work from a previous session will be retained, but any new entries will be lost.) The SAVE button is on the bottom of your screen.
3. You may work on your application in as many sessions as you wish, and the status of your application will be **IN PROCESS** until you submit it. Once you are satisfied that your application is complete, you must go to the SUBMIT APPLICATION screen and select **SUBMIT APPLICATION**. Once your application has been SUBMITTED, it cannot revert to IN PROCESS status.
4. When you have completed your application, pause to check it one last time. We strongly suggest that you print and read your application before submitting it, so that you can be sure there are no further revisions you wish to make. Your print copy should include your uploaded document.
5. Your application status bar must show SUBMITTED at 9 p.m., Eastern Daylight Time, September 24, 2014 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, 2015.

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.

C. How to get help.

1. If you have questions about the application process, please consult FAQ. If your question is not answered there, click on the "OFA HELP" link that appears on the blue bar at the top of each screen to submit your query.
2. If you are unable to use the "OFA HELP" link that appears on the blue bar at the top of each screen (after this one), contact ofahelp@acsls.org with questions. (Please use the "OFA HELP" link instead if possible.)

Good luck with your application!



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CONTACT INFORMATION [OFA HELP](#)

Salutation

First Name

Middle Name/Initial

Last Name

Suffix

Primary email address
(should be valid through May 2015)

Office Address

City

State

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

State

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?

(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.)

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EDUCATION [OFA HELP](#)

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

Date PhD received / / (mm/dd/yyyy)

PhD major discipline

Title of doctoral dissertation

Name of dissertation supervisor

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

Select a degree
Select One

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

Master's degree major discipline

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

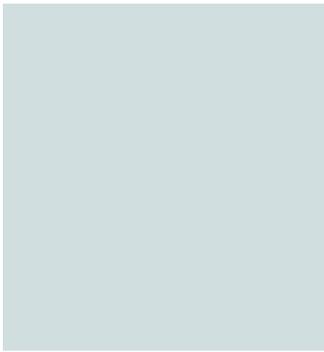
Date BA/BS received / (mm/yyyy)

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
	*	*	*		
	*	*	*		



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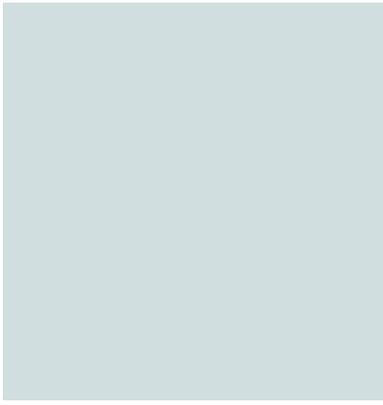
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	<p>Rank/Title <input type="text" value="Select One"/></p> <p><i>(Please choose the most appropriate from the list. If you have no academic affiliation, please select "Independent Scholar.")</i></p> <p>Discipline <input type="text"/></p> <p><i>(Please 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.)</i></p> <p>Specialization <input type="text"/></p> <p>Department <input type="text"/></p> <p>Institution <input type="text"/></p> <p><i>(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.)</i></p> <p>Date you began this position <input type="text" value=" / (mm/yyyy)"/></p> <p>Are you tenured? <input type="text" value="Select"/></p> <p>If YES, when did your first tenured semester begin? <input type="text" value="(mm/yyyy) /"/></p> <p>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? <input type="text" value="(mm/yyyy) /"/></p> <p>If you do NOT hold the rank of Full, Associate, or Assistant Professor, as a research scholar, with which group would you most identify?</p> <p style="text-align: center;"> <input type="text" value="Full Professor"/> <input type="text" value="Associate Professor"/> <input type="text" value="Assistant Professor"/> <input type="text" value="N/A"/> </p> <p>Second Institution <input type="text" value="(if appropriate)"/></p> <p><i>(If you are currently affiliated with more than one institution, please list the second institution here.)</i></p> <p>Date you began this position <input type="text" value=" / (mm/yyyy)"/></p>	



If you do not hold an academic appointment, what is your current position?

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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, i.e., 1000 (DO NOT USE dollar signs or commas)

Institution/Employer

Title
From / To /

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. See the [FAQ](#) for further information. Applicants may also provide additional relevant information (qualifications or service work not listed elsewhere) that might help reviewers better understand their professional background.
(Space is available for up to 800 characters, including spaces.)



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AWARDS [OFA HELP](#)

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

Please remember:

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

Award

Award Type

From / To / Amount \$

Purpose

Award

Award Type

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Purpose

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Purpose

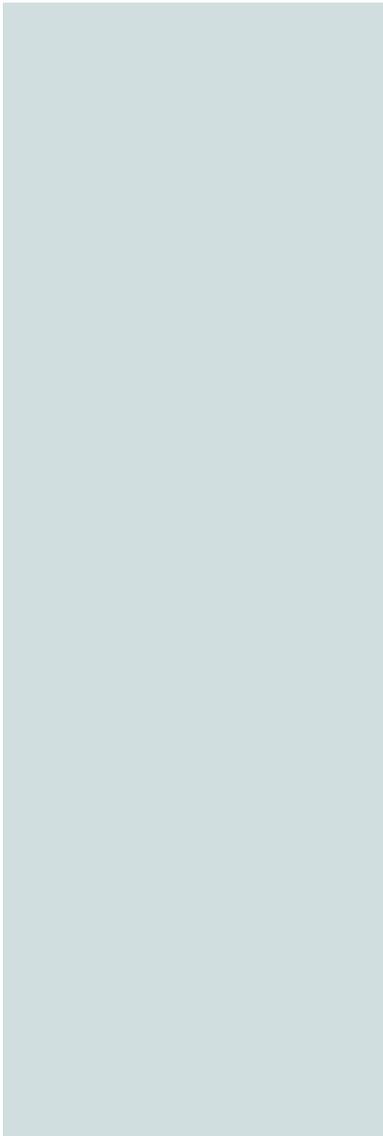
Award

Award Type

From / To / Amount \$

Purpose

Award



Award Type

From / To / Amount \$

Purpose

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Purpose

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Award Type

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Purpose

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Description	<p>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.</p>	
Eligibility	<p>Do not use hard returns.</p>	
Instructions	<p>Research Proposal Title <i>(Space is available for up to 250 characters, including spaces.)</i></p>	
FAQ (program)	<p>Research Proposal Abstract <i>(Space is available for up to 800 characters, including spaces.)</i></p>	
FAQ (technical support)	<p>Optional: If there is a web page associated with your project, please provide the URL here:</p>	
Application Form	<p>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. <i>(Space is available for up to 2000 characters, including spaces.)</i></p>	
Contact Information		
Education		
Current Position		
Professional Background		
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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

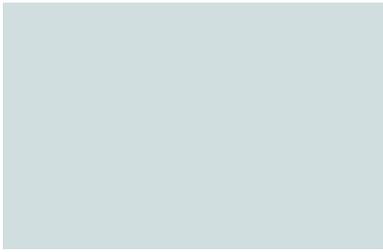
List any countries or geographical areas other than the US in which you have done research in the last five years.

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 |



4. Select One

Other

5. Select One

Other

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ADMINISTRATIVE INFORMATION [OFA HELP](#)

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

Please remember:

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

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

Amount requested for STIPEND \$

Amount requested from ACLS for PROJECT COSTS \$

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 Digital Innovation Fellowship / / (mm/dd/yyyy)

Ending date for ACLS Digital Innovation Fellowship / / (mm/dd/yyyy)

If the ACLS Digital Innovation 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 \$

Source

From / To / Amount \$

Source

From / To / Amount \$

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

Source

From / To / Amount \$

Source

From / To / Amount \$

Source

From / To / Amount \$

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

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

Gender

With which group(s) do you most identify?

White (not of Hispanic origin)

Black (not of Hispanic origin)

Hispanic or Latino/a

American Indian or Alaskan Native

Asian

Native Hawaiian or other Pacific Islander

Other

The following questions are for informational purposes only.

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

Higher Education publication (e.g., Chronicle of Higher Education, Inside Higher Ed)

Department newsletter or bulletin board

Dean or other administrator

Office of Sponsored Research/Grants and Fellowships

ACLS website

Other website:

Social media

Please specify:

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 Society of Church History	Medieval Academy of America
American Academy of Arts and Sciences	American Society of Comparative Law	Metaphysical Society of America
American Academy of Religion	American Society of International Law	Middle East Studies Association of North America
American Anthropological Association	American Sociological Association	Modern Language Association of America
American Antiquarian Society	American Studies Association	National Communication Association
American Association for the History of Medicine	Archaeological Institute of America	National Council on Public History
American Comparative Literature Association	Association for Asian Studies	North American Conference on British Studies
American Dialect Society	Association for Jewish Studies	Oral History Association
American Economic Association	Association for Slavic, East European, and Eurasian Studies	Organization of American Historians
American Folklore Society	Association for the Advancement of Baltic Studies	Renaissance Society of America
American Historical Association	Association of American Geographers	Rhetoric Society of America
American Musicological Society	Association of American	Sixteenth Century

	Law Schools	Society and Conference
American Numismatic Society	Bibliographical Society of America	Society for American Music
American Oriental Society	College Art Association	Society for Cinema and Media Studies
American Philological Association	College Forum of the National Council of Teachers of English	Society for Ethnomusicology
American Philosophical Association	Dictionary Society of North America	Society for French Historical Studies
American Philosophical Society	Economic History Association	Society for Military History
American Political Science Association	German Studies Association	Society for Music Theory
American Schools of Oriental Research	Hispanic Society of America	Society for the Advancement of Scandinavian Study
American Society for Aesthetics	History of Science Society	Society for the History of Technology
American Society for Eighteenth-Century Studies	International Center of Medieval Art	Society of Architectural Historians
American Society for Environmental History	Latin American Studies Association	Society of Biblical Literature
American Society for Legal History	Law and Society Association	Society of Dance History Scholars
American Society for Theatre Research	Linguistic Society of America	World History Association

ACLS Affiliates

Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA)	Canadian Federation for the Humanities and Social Sciences	Federation of State Humanities Councils
Association of Art Museum Curators	Center for Research Libraries	International Society for Third-Sector Research
Association of College & Research Libraries	Community College Humanities Association	Phi Beta Kappa
Association of Research Libraries	Consortium of Humanities Centers and Institutes	

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

ACLS Public Fellows

Luce/ACLS Dissertation Fellowship in American Art

Mellon/ACLS Dissertation Completion Fellowship

Mellon/ACLS Recent Doctoral Recipients Fellowship

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

Luce/ACLS Program in China Studies

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

African Humanities Program



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REFERENCE LETTERS and INSTITUTIONAL STATEMENT [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.

Three letters of reference and one institutional statement are required.

1. REFERENCE LETTERS. We suggest that you secure as referees scholars competent to judge both the present research proposal and your past scholarship; ideally, at least one referee should be able to judge the technical aspects of your proposed project. Further, not more than one referee should be affiliated with your own institution. ACLS does not accept reference letters from dossier services, such as Interfolio or university-based services. [Why?](#)

Referees are asked to comment on the applicant as a scholar and professional, and on the degree to which the specific proposal to ACLS represents a genuinely ambitious, distinguished, and long-term contribution to humanistic scholarship, and a valuable advance in digital scholarship. They are asked to evaluate the scholar's achievements and 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.

2. INSTITUTIONAL STATEMENT. In addition to three letters of reference, we require a statement from a senior official of your home institution or the institution hosting the project (dean, provost, president, or other appropriate person). The provided form asks the institutional representative to confirm that the institution's existing cyberinfrastructure complements and supports the technologies to be developed for the specified project.

Letters of reference and the institutional statement 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:

- Ask 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 three letters of reference and one institutional statement will be accepted.

- Enter only three 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 three letters and the first institutional statement submitted will be the letters on file in support of your application.** Once three letters have been submitted, others attempting to submit a letter on your behalf will be prevented from doing so.

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.)

Letters of reference and the institutional statement are due by the application deadline,

September 24, 2014. 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.

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" version of your application.

REFEREE INFORMATION [Add Referee](#)

Referee Name	Referee Email	Reference Type	Date Entered	Status
NONE ENTERED				

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PROPOSAL UPLOAD [OFA HELP](#)

To complete your application package, in addition to the application form, you must upload the following items: 1) proposal, 2) bibliography, 3) publications list, 4) project plan, and 5) budget plan. **All five items should be collated in the order listed above and uploaded as one continuous document.**

1) PROPOSAL:

In preparing this material, please keep in mind that the selection committee is multi-disciplinary, composed of scholars from a broad range of fields in the humanities who may or may not be specialists in the particular area of the discipline addressed by your proposal.

Content: A concise statement describing your research project is required. The narrative statement should explain your research plan in relation to the objectives of the Digital Innovation Fellowship Program. 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 digital scholarship generally and to the particular scholarly field(s) it engages. Furthermore, proposals should explicitly state the means and tools (software, applications, interfaces) to be used to accomplish the project's goals. Proposals should present plans for how the project will be sustained and preserved over time, and how the applicant will disseminate notice of its availability. Please give your proposal a brief, descriptive title, 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 10 double-spaced pages in Times New Roman 11-point font.

2) BIBLIOGRAPHY:

The bibliography should provide an overview of the publications you regard as central to advancing your project; annotation may be provided to accompany certain items.

The bibliography must not exceed 3 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.

The publications list must not exceed 2 pages, and may be in whatever format you normally keep it.

4) PROJECT PLAN:

The project plan should provide a coherent plan for development of the project, including a

description of tasks to be accomplished within the period of the fellowship. This plan should reflect a thoughtful approach to the project's sustainability, scalability, dissemination, and preservation, and include a statement addressing intellectual property issues.

The project plan must not exceed 3 pages in Times New Roman 11-point font, and should be double-spaced between entries.

5) BUDGET PLAN:

The budget plan should provide a detailed account of the proposed use of the research funds. (See [sample budget](#).)

The budget plan must not exceed 2 pages.

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

6) DOCUMENT SPECIFICATIONS:

- All five 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.

7) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

Your items should be collated in this order—proposal, bibliography, publication list, project plan, and budget plan—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.

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FAQ (program)	<ul style="list-style-type: none"> • answered all appropriate questions • completed and saved all screens • uploaded successfully your proposal and accompanying documents 	
FAQ (technical support)		
Application Form		
Contact Information	We suggest that you view and/or print your application one last time before submitting it since no revisions are allowed after submission . Your view/print copy should include your uploaded document. If it does not, click the OFA HELP button above for assistance.	
Education		
Current Position		
Professional Background	<p>*Please note that, by the application deadline, you must complete the REFERENCE LETTERS section in addition to submitting your application.</p>	
Awards	<p>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.</p>	
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