

# THE ROBERT H. N. HO FAMILY FOUNDATION

## Program in Buddhist Studies New Professorships

### Program Description

**The Robert H. N. Ho Family Foundation New Professorships in Buddhist Studies** offer multi-year grants to colleges and universities wishing to establish or expand teaching in Buddhist Studies.

### GRANT DETAILS

- Institutions of higher education worldwide are eligible to apply for grants up to \$300,000, to be expended over four years, in support of teaching positions in Buddhist Studies.
- The proposed position should be a new position. If the proposed position is a replacement for a retirement or otherwise vacated position where Buddhist Studies at the institution would be significantly affected without award funds, the proposal should make that case and note why the previous position could not be filled.
- The establishment of the position must contribute significantly to the institution. This means establishing a curriculum in Buddhist Studies where none has existed or where such a curriculum was in clear and urgent need of additional support.
- Award funds should be used only for the new professor's salary, benefits, and research expenses. The funds may not be used for university overhead or any indirect/administrative costs or office expenses.
- In addition, institutions are eligible to request funds for costs related to a competitive search for the proposed position. The total request must not exceed \$300,000.
- Institutions must commit to maintaining the seeded position as a permanent, tenure-track post after the expiration of The Robert H. N. Ho Family Foundation Global's funding. At institutions without a tenure-track system, the applicant institution must commit to continuing the position for a substantial period after the expiration of this grant's funding.
- The heart of the application is a statement outlining the proposed position—its responsibilities, departmental location, rank, and fit with the institution's mission and curricular plans, and the qualifications sought in potential appointees. The statement should describe the process of identifying the appointee.

### ELIGIBILITY

- Accredited institutions of higher education worldwide are eligible to apply.
- The application must be written in English.
- This is a global competition. There are no requirements regarding the location of the institution or the language(s) of instruction.
- Institutions must include a multi-year plan for matching at least one-third of Foundation funding over the grant period, and the matching ratio need not be the same each year. Please see a sample schedule for sequenced funding that meets the matching requirement here (<https://www.acls.org/wp-content/uploads/2023/07/New-Professorships-Matching-Schedule-Example.pdf>).

## APPLICATION GUIDELINES

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

Applications must include:

- A completed application form.
- At institutions with a tenure-track system, a letter from the institution's president, vice-chancellor, rector, provost, or dean expressing the institution's commitment to maintain the seeded position as a permanent, tenure-track post after the expiration of funding from The Robert H. N. Ho Family Foundation Global and consistent with the university's policies on tenure-track positions. The letter should state why the institution wishes to develop Buddhist Studies. Letters should be no more than three single-spaced pages in Arial or Helvetica 11-point font.

OR

At institutions without a tenure-track system, a letter from the institution's president, vice-chancellor, rector, provost, or dean expressing the institution's commitment to continuing the position for a substantial period after the expiration of funding from The Robert H. N. Ho Family Foundation Global. The letter must provide a description of how this commitment fits its contractual practices. Letters should be no more than three single-spaced pages in Arial or Helvetica 11-point font.

- A budget detailing all expenses, using the following categories: salary, benefits, research expenses, and, if applicable, costs related to a competitive search for the proposed position.
- A statement outlining the new proposed position—its responsibilities, departmental location, rank, fit with the institution's mission and curricular plans, and the qualifications sought in potential appointees. Please describe the process of identifying the appointee. Statements should be no more than 15 double-spaced pages in Arial or Helvetica 11-point font.


## EVALUATION CRITERIA

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

- The strength of the institution's commitment to establishing a tenure-track position in Buddhist Studies, or at institutions without a tenure-track system, the institution's commitment to continuing the position for a substantial period of time after the expiration of grant funding.
- The significance of the new professorship for adding or enhancing Buddhist Studies in the institution's curricular offerings.
- Coherence and cogency of presentation.
- Feasibility of the proposed budget and plan for establishing the new position.
- The institution's record in teaching and research.

**Continue**

# Eligibility

 Eligibility Check - Response Required

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

Yes  No

**Continue**

# Instructions

## 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 **9:00 PM Eastern Standard Time on January 18, 2024.**

The application consists of two parts: the application form itself and the proposal documents (see PROPOSAL UPLOAD).

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

### **A. HOW TO SAVE AND SUBMIT YOUR DATA.**

1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the menu on the left to navigate between screens or the "SAVE AND CONTINUE" button at the bottom of each screen to take you to the next application screen.
2. You must **SAVE each time you leave a screen.** If you do not click on SAVE, anything entered since you last hit SAVE on that screen will be lost. (Any work from a previous session will be retained, but any new entries will be lost.) The SAVE button is on the bottom of your screen.
3. You may work on your application in as many sessions as you wish, and the status of your application will be **IN PROCESS** until you submit it. Once you are satisfied that your application is complete, you must go to the SUBMIT APPLICATION screen and select **SUBMIT APPLICATION.** Once your application has been SUBMITTED, it cannot revert to IN PROCESS status.
4. When you have completed your application, pause to check it one last time. We strongly suggest that you print and read your application before submitting it, so that you can be sure there are no further revisions you wish to make. Your print copy should include your uploaded documents.
5. Your application status bar must show SUBMITTED at 9:00 PM, Eastern Standard Time on January 18, 2024, in order for it to be considered. ACLS will take no responsibility for applications that are not in SUBMITTED status at the deadline. **Once your application has been SUBMITTED, even if it was submitted before the final deadline, no changes will be permitted.**
6. We strongly urge you to print out and save a copy of the final version of your SUBMITTED application. Your print copy should include your uploaded document. You can print your application until April 15, 2024.

### **B. HOW TO ENTER DATA.**

1. You may begin completing the application at any section.
2. What you type into the form is exactly what will be seen by our reviewers. Therefore, please fill out the form carefully, paying attention to spelling, punctuation, and grammar. (For instance, do not use all caps.)
3. Text boxes will hold only a limited amount of text. Where longer answers are permitted, the number of available characters will normally be indicated. We suggest that you type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit: excess text may appear

on the screen but will not print and will not be visible to reviewers. Examine your print application to be sure your response is complete.

4. Dates should always be entered in the format mm/yyyy or mm/dd/yyyy where indicated. Where an entry continues into the present, please simply leave the ending date blank (mm/yyyy - [blank]).
5. Begin typing all answers at the extreme left hand side of the response area or box; do not leave a space or indent at the beginning of your answer.
6. In all dollar amount fields, use only digits. Please do not use the dollar sign or commas. Please list all amounts (salary, awards, budget requests) in US Dollars. Use the exchange rate at the time of the application.

### **C. HOW TO GET HELP.**

1. If you have questions about the application process, please consult FAQ (<https://ofa.acls.org/programs/faq/default.aspx#tech>). If your question is not answered there, click on the "OFA HELP" link that appears on the blue bar at the top of each screen to submit your query.
2. If you are unable to use the "OFA HELP" link that appears on the blue bar at the top of each screen (after this one), contact [ofahelp@acsls.org](mailto:ofahelp@acsls.org) (<mailto:ofahelp@acsls.org>) with questions. (Please use the "OFA HELP" link instead if possible.)

Good luck with your application!

**Continue**

# Institution - Contact Information

## Institution - Contact Information

### Name of Applicant Institution

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

### INSTITUTIONAL REPRESENTATIVE

(Responsible for filling out this application and communication with ACLS.)

#### Salutation

Ms.

#### First Name

Sample

#### Middle Name/Initial

#### Last Name

Application

#### Suffix

#### Position

#### Primary Email Address

(should be valid through May 2024)

## Office Information

### Office Address

**City**

**State**

(IF NOT U.S.)

**Zip/Postal Code**

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

**Country**

(IF NOT U.S.)


**Telephone**

 -  , ext. 


(IF NOT U.S.)

**Fax**

 - 

 **Proposed New Professorship**

**Dates of proposed New Professorship**

**Beginning date:**

 /  / 

**Ending date:**

 /  /

(mm/dd/yyyy)

**Department that will create the new position:**

**TOTAL AMOUNT REQUESTED from ACLS:**

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

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

Save

Save and Continue



# Proposal Upload

## Proposal Upload

To complete your application package, in addition to the application form, you must upload a letter of commitment, an application statement, and a budget. **The letter of commitment should be uploaded separately; the application statement and the budget should be collated and uploaded as one continuous document. In order to be reviewed, documents must adhere to the specified page limits and formatting.**

### **PROPOSAL UPLOAD:**

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

#### **1) LETTER OF COMMITMENT**

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

At institutions without a tenure-track system, the applicant must commit to continuing the position for a substantial period after the expiration of funding from The Robert H. N. Ho Family Foundation Global and must provide a description of how this commitment fits its contractual practices.

**The letter must be SIGNED and DATED.**

**The letter must not exceed three single-spaced pages in Arial or Helvetica 11-point font.**

#### **2) APPLICATION STATEMENT**

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

**The statement must not exceed 15 double-spaced pages in Arial or Helvetica 11-point font.**

#### **3) BUDGET**

Please provide a budget detailing all expenses, using the following categories: salary, benefits, research expenses, and, if applicable, costs related to a competitive search for the proposed position. The budget must be in US Dollars. The budget should clearly indicate the institution's matching funds for each year. Please see a sample here (<https://www.acls.org/wp-content/uploads/2023/07/New-Professorships-Matching-Schedule-Example.pdf>).

#### 4) DOCUMENT SPECIFICATIONS:

- The application statement and budget must be uploaded as one continuous document.
- Margins must be at least one inch on all sides.
- Use Arial or Helvetica 11-point font for all uploaded documents.
- There is a 3 MB limit on the combined size of your two uploads.
- Your application will be converted to Portable Document Format (.pdf). Keep formatting simple to avoid problems in the converted document.
- If your proposal includes non-Roman 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.
- Please adhere to the word-count and page limits listed above. Note: The .pdf conversion process can cause some slight formatting changes. If your converted document exceeds the limit only slightly (but your original document did not), please do not be concerned.
- If you have difficulty with your upload, consult the FAQ/technical support (<https://ofa.accls.org/programs/faq/default.aspx#tech>) before contacting OFA HELP.

#### 5) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

Your application statement and budget should be collated and submitted as one file.

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

Microsoft Word (.doc or .docx), Text only (.txt), or Adobe Portable Document Format (.pdf). **Your file MUST include the appropriate extension** (e.g., ".doc"); if you are on a Mac, you will need to enter the extension as part of the file name.

The buttons below will allow you to upload your documents. You will be able to browse your computer system to select the file to be uploaded. When you have completed the upload, your file name should appear under "FILE UPLOAD STATUS" below as a blue link. You can confirm that the file has uploaded successfully by clicking on the blue link and viewing your file. Sometimes the process takes a little time: if your file name does not appear as a blue link, refresh the screen using the refresh button in your browser tool bar, or simply leave this screen and come back to it.

As long as your application is still "In Process," you can upload revised versions of your 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 Document" the revised version will be recorded and the old version erased.

**After uploading, please check your files to be sure they have uploaded successfully.**

**Letter of Commitment:**

***(must be signed and dated)***

Select

NOT UPLOADED

### Application Statement and Budget:

Select

NOT UPLOADED

[Upload Files](#)

[Continue](#)