



## **Sample Application**

What follows is a sample of an application for the ACLS Collaborative Research Fellowships. 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 Collaborative Research Fellowships

Deadline: September 23, 2015

**APPLICATION STATUS: NOT STARTED**

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## ACLS COLLABORATIVE RESEARCH FELLOWSHIPS

### WELCOME TO THE ONLINE APPLICATION FOR THE ACLS COLLABORATIVE RESEARCH FELLOWSHIPS

ACLS invites applications for the eighth annual competition for the ACLS Collaborative Research Fellowships for collaborative research in the [humanities and the humanities-related social sciences](#). The program is supported by a generous grant from The Andrew W. Mellon Foundation.

#### Objectives

The aim of this program is to offer teams of two or more scholars the opportunity to collaborate intensively on a single, substantive project. The fellowship supports projects that aim to produce a tangible research product (such as joint print or web publications) for which two or more collaborators will take credit.

The fellowships are for a total period of up to 24 months, to be initiated between July 1, 2016 and September 1, 2018, and provide up to \$60,000 in salary replacement for each collaborator as well as up to \$20,000 in collaboration funds (which may be used for such purposes as travel, materials, or research assistance). The amount of the ACLS fellowship for any collaborative project will vary depending on the number of collaborators and the duration of the research leave, but will not exceed \$200,000 for any one project. Collaborations need not be interdisciplinary or inter-institutional. Applicants at the same institution, however, must demonstrate why local funding is insufficient to support the project. Collaborations that involve the participation of assistant and associate faculty members are particularly encouraged. Up to eight awards will be made in the 2015-16 competition.

#### Eligibility

A collaborative project is constituted of at least two scholars who are each seeking salary-replacement stipends for six to twelve continuous months of supported research leave to pursue full-time collaborative research during the fellowship tenure.

1. The Project Coordinator must have an appointment at a US-based institution of higher education; other project members may be at institutions outside the United States or may be independent scholars.
2. All project collaborators must hold a PhD degree or its equivalent in publications and professional experience at the time of application.

#### The Application Process—please review carefully

One member of the project team must be designated as the Project Coordinator (PC). The Project Coordinator is responsible for starting the application, entering the names and email addresses of the other collaborator(s), completing the project sections of the application, uploading the proposal, entering information for two project reference letters, and ensuring that all collaborators in the project have submitted their elements of the application. It is anticipated that the Project Coordinator's institution will administer the funds for collaboration costs. Please note that for the purposes of this program, only scholars who are requesting ACLS funding for research leaves are considered collaborators. If the project includes other participants (not requesting funding for a research leave), please list them in your proposal document and explain their roles in the project.

Once the PC has entered the list of collaborators into the application, each scholar will receive an email with registration information and a code to link them to the group application. Each project collaborator will have to complete the individual sections of the application (including personal and professional information) and upload a publications list. **In order for an application to be**

**considered, all project collaborators (Project Coordinator and additional collaborators) must have their application in SUBMITTED status no later than 9 pm Eastern Daylight Time, September 23, 2015.** Notifications will be sent via email by early February 2016. [Click](#) for more information.

### Application Requirements

Applications must include:

- Completed application form
- Participant Information Sheet, listing all collaborators (identifying project coordinator) and additional project members
- 10-page Proposal (double-spaced, in Times New Roman 11-point font.). The proposal should describe the intellectual significance of the research project and explain in detail the process and product of the collaboration. It should make clear the goal of the collaboration, its structure, how credit and acknowledgement would be determined, and how the process and project of collaboration would be mutually informing. Finally, the proposal should explain how collaboration enables research that is intellectually innovative and produces a final outcome that would be more valuable than the sum of individual efforts of the project members.
- 2-page Bibliography that places the project in intellectual context and includes relevant work in all of the disciplines involved in the project
- Research Plan, including a timeline of the proposed research activities that specifies the location, duration, and names of individuals involved in each stage. This may be in the form of a graphic timeline or narrative description.
- Budget statement, outlining salary replacement and costs of research assistance, travel, and research materials. See [sample budget](#).
- Publications list for each collaborator (no more than 3 pages for each collaborator)
- Two reference letters that provide explicit information on the proposed collaborative project and the collaborators

### Evaluation Criteria

Proposals will be judged along the following six criteria:

1. Intellectual significance of the project, including its ambition and scope, and its potential contribution to scholarship in the humanities.
2. Relevance of the research questions being posed, the appropriateness of research methods, the feasibility of the work plan, the appropriateness of the field work to be undertaken, the archival or source materials to be studied, and the research site.
3. Qualifications, expertise, and commitment of the project coordinator and collaborator(s).
4. Detail and soundness of the process and product of the collaboration, including dissemination plans.
5. Degree to which the proposed collaboration represents innovative practice in the applicants' disciplines and sub-fields.
6. Potential for success, including the likelihood that the work proposed will be completed and lead to distinct results within the projected timeframe; where appropriate, the collaborators' previous record of success; and the size of the proposed budget in relation to anticipated results.

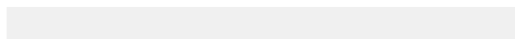
It is hoped that projects of successful applicants will help demonstrate the range and value of both collaborative research and inquiry in the humanities, and model how such collaboration may be carried out successfully.

### What the Collaborative Research Fellowships Program does not fund:

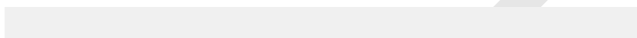
- Large research clusters that do not produce any co-authored publications
- Collaborative projects that result in an anthology or edited volume of secondary scholarship
- Projects that are not primarily focused on research
- Projects whose primary aim is to transform existing research results into digital format
- Projects whose primary emphasis is on organization of events (workshops, lectures, exhibitions)

Please also refer to [What ACLS Does Not Fund](#).

**If you've received an email invitation from your project coordinator, click on the following button:**



**If you are the project coordinator for your group, please click on the following button:**



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**APPLICATION STATUS: NOT STARTED**

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	<p>1. Do you have an appointment at an institution of higher education in the US?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>2. Do you hold the PhD or equivalent* ?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> 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 <a href="mailto:fellowships@acls.org">fellowships@acls.org</a> 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 pm, EASTERN DAYLIGHT TIME, September 23, 2015**. **You should complete the REFERENCE LETTERS section as soon as possible since your letter writers will also have until the application deadline (September 23) to submit their letters.**

The **Project Coordinator's** application consists of five parts: the application form itself; two reference letters (see [REFERENCE LETTERS](#)); his/her individual publications list (see [PUBLICATIONS LIST UPLOAD](#)); the Research Project page (see [RESEARCH PROJECT](#)); and the proposal documents [including the participant information sheet, the proposal itself, the bibliography, the research plan, and the budget statement] (see [PROPOSAL UPLOAD](#)).

A **Participant's** application consists of two parts: the application form itself and his/her individual publications list (see [PUBLICATIONS LIST UPLOAD](#)).

In order to have collaborators join the application, the **Project Coordinator** must proceed to the [COLLABORATORS](#) screen and enter their names and email addresses. Once this information has been entered, email invitations will be generated and the collaborator(s) can begin filling out their portions of the applications.

### 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 pm, Eastern Daylight Time, September 23, 2015 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, 2016.

### 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](mailto: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 2016)

**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.)

**Home Address**

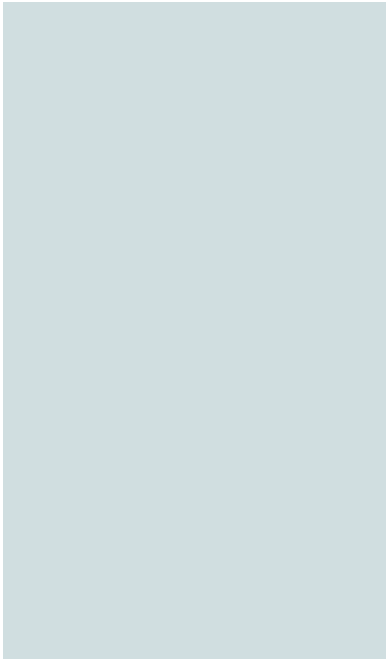




City

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.)

Which is your preferred mailing address?

***(Be sure to indicate your preferred mailing address.)***

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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

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.)*

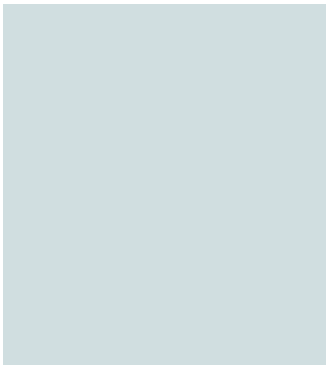
Date BA/BS received  /  (mm/yyyy)

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
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>



				<input type="checkbox"/>	<input type="checkbox"/>
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## CURRENT POSITION [OFA HELP](#)

Rank/Title

*(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?

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

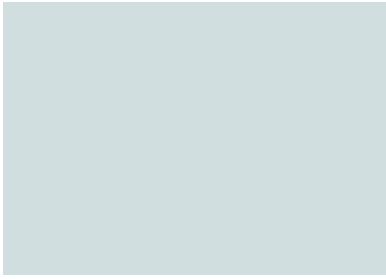
If you are an Assistant Professor or equivalent, when did you begin your first teaching semester/quarter at that rank, even if that occurred in a previous job?  
(mm/yyyy)  /

Second Institution   
(if appropriate)

*(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 position?



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## PROFESSIONAL BACKGROUND [OFA HELP](#)

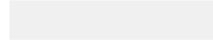
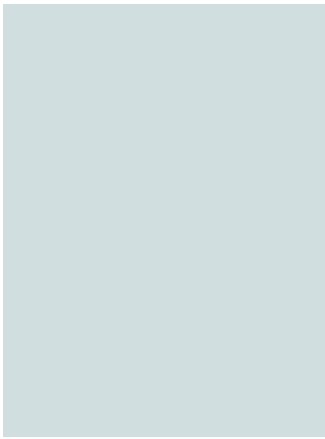
List positions held (professional, teaching, administrative, curatorial) since college graduation, beginning with current position. Give name of institution, title, and approximate dates of employment for each.

*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	<input type="text"/>
Title	<input type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>
Institution/Employer	<input type="text"/>
Title	<input type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>
Institution/Employer	<input type="text"/>
Title	<input type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>
Institution/Employer	<input type="text"/>
Title	<input type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>
Institution/Employer	<input type="text"/>
Title	<input type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>

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](#)

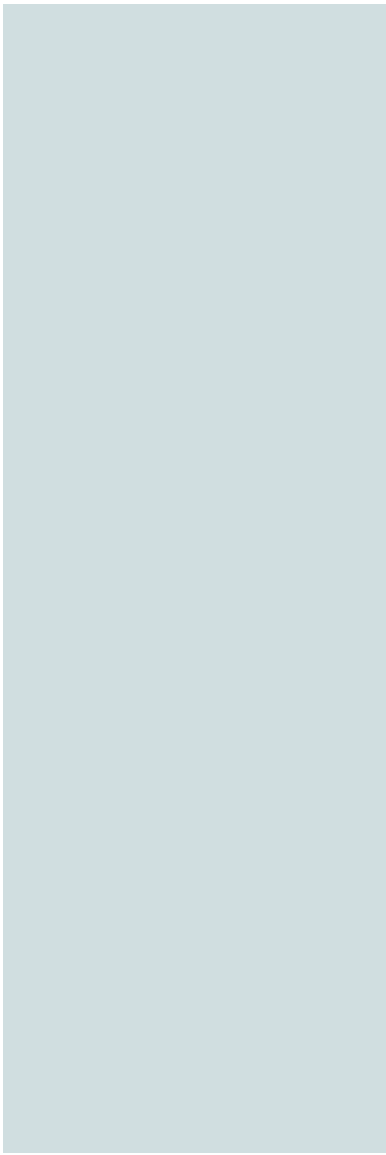
Beginning with the most recent, list up to eight of the grants, fellowships, scholarships, academic honors, or awards you have received, giving in each case the dates, purposes (tuition, travel, expenses, etc.), and, if funded, the approximate amounts. If you are listing only selected awards, choose 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	<input type="text"/>
Award Type	<input type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> Amount \$ <input type="text"/>
Purpose	<input type="text"/>
Award	<input type="text"/>
Award Type	<input type="text"/>
From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> Amount \$ <input type="text"/>
Purpose	<input type="text"/>
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Award	<input type="text"/>





Award Type

From  /  To  /  Amount \$

Purpose

Award

Award Type

From  /  To  /  Amount \$

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Award

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## ADMINISTRATIVE INFORMATION [OFA HELP](#)

This information is **REQUI RED** (except as noted). It is for administrative purposes only and will not be distributed as part of the selection process. The other project participants will not be able to view this portion of your application.

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 \$

What is your country of citizenship?   
If Other, enter country

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

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

Collaborative Research Fellowships may be used for up to one academic year of research leave for each participant. Please list below the beginning and end dates of your proposed research leave.

Beginning date for research leave  /  /  (mm/dd/yyyy)

Ending date for research leave  /  /  (mm/dd/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:
- Former fellows
- Social media
- Please specify:
- Other/informal communication
- Other:

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

**ACLS Constituent Learned Societies**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> African Studies Association                      | <input type="checkbox"/> American Society of International Law                       | <input type="checkbox"/> Modern Language Association of America       |
| <input type="checkbox"/> American Academy of Arts and Sciences            | <input type="checkbox"/> American Sociological Association                           | <input type="checkbox"/> National Communication Association           |
| <input type="checkbox"/> American Academy of Religion                     | <input type="checkbox"/> American Studies Association                                | <input type="checkbox"/> National Council on Public History           |
| <input type="checkbox"/> American Anthropological Association             | <input type="checkbox"/> Archaeological Institute of America                         | <input type="checkbox"/> North American Conference on British Studies |
| <input type="checkbox"/> American Antiquarian Society                     | <input type="checkbox"/> Association for Asian Studies                               | <input type="checkbox"/> Oral History Association                     |
| <input type="checkbox"/> American Association for the History of Medicine | <input type="checkbox"/> Association for Jewish Studies                              | <input type="checkbox"/> Organization of American Historians          |
| <input type="checkbox"/> American Comparative Literature Association      | <input type="checkbox"/> Association for Slavic, East European, and Eurasian Studies | <input type="checkbox"/> Renaissance Society of America               |
| <input type="checkbox"/> American Dialect Society                         | <input type="checkbox"/> Association for the Advancement of Baltic Studies           | <input type="checkbox"/> Rhetoric Society of America                  |
| <input type="checkbox"/> American Economic Association                    | <input type="checkbox"/> Association of American Geographers                         | <input type="checkbox"/> Shakespeare Association of America           |
| <input type="checkbox"/> American Folklore Society                        | <input type="checkbox"/> Association of American Law Schools                         | <input type="checkbox"/> Sixteenth Century Society and Conference     |
| <input type="checkbox"/> American Historical Association                  | <input type="checkbox"/> Bibliographical Society of America                          | <input type="checkbox"/> Society for American Music                   |
| <input type="checkbox"/> American Musicological Society                   | <input type="checkbox"/> College Art Association                                     | <input type="checkbox"/> Society for Cinema and Media Studies         |
| <input type="checkbox"/> American Numismatic Society                      | <input type="checkbox"/> College Forum of the  | <input type="checkbox"/> Society for Classical                        |

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> American Oriental Society                       | <input type="checkbox"/> Dictionary Society of North America              | <input type="checkbox"/> Society for Ethnomusicology                       |
| <input type="checkbox"/> American Philosophical Association              | <input type="checkbox"/> Economic History Association                     | <input type="checkbox"/> Society for French Historical Studies             |
| <input type="checkbox"/> American Philosophical Society                  | <input type="checkbox"/> German Studies Association                       | <input type="checkbox"/> Society for Military History                      |
| <input type="checkbox"/> American Political Science Association          | <input type="checkbox"/> Hispanic Society of America                      | <input type="checkbox"/> Society for Music Theory                          |
| <input type="checkbox"/> American Schools of Oriental Research           | <input type="checkbox"/> History of Science Society                       | <input type="checkbox"/> Society for the Advancement of Scandinavian Study |
| <input type="checkbox"/> American Society for Aesthetics                 | <input type="checkbox"/> International Center of Medieval Art             | <input type="checkbox"/> Society for the History of Technology             |
| <input type="checkbox"/> American Society for Eighteenth-Century Studies | <input type="checkbox"/> Latin American Studies Association               | <input type="checkbox"/> Society of Architectural Historians               |
| <input type="checkbox"/> American Society for Environmental History      | <input type="checkbox"/> Law and Society Association                      | <input type="checkbox"/> Society of Biblical Literature                    |
| <input type="checkbox"/> American Society for Legal History              | <input type="checkbox"/> Linguistic Society of America                    | <input type="checkbox"/> Society of Dance History Scholars                 |
| <input type="checkbox"/> American Society for Theatre Research           | <input type="checkbox"/> Medieval Academy of America                      | <input type="checkbox"/> World History Association                         |
| <input type="checkbox"/> American Society of Church History              | <input type="checkbox"/> Metaphysical Society of America                  |  |
| <input type="checkbox"/> American Society of Comparative Law             | <input type="checkbox"/> Middle East Studies Association of North America |  |

**ACLS Affiliates**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA) | <input type="checkbox"/> Canadian Federation for the Humanities and Social Sciences | <input type="checkbox"/> Federation of State Humanities Councils         |
| <input type="checkbox"/> Association of Art Museum Curators  | <input type="checkbox"/> Center for Research Libraries                              | <input type="checkbox"/> International Society for Third-Sector Research |
| <input type="checkbox"/> Association of College & Research Libraries                                       | <input type="checkbox"/> Community College Humanities Association                   | <input type="checkbox"/> Phi Beta Kappa                                  |
| <input type="checkbox"/> Association of Research Libraries   | <input type="checkbox"/> 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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## PUBLICATIONS LIST UPLOAD [OFA HELP](#)

To complete your application package, in addition to the application form, you must upload your publications list.

### 1) 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 must not exceed three pages**, and may be in whatever format you normally keep it.

**Please be sure to head your list with your full name.**

### 2) DOCUMENT SPECIFICATIONS:

- 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.

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

### 3) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

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.

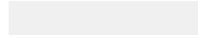
As long as your application is still "In Process," you can upload revised versions of your document by simply repeating the upload process and selecting the new/revised version. (This

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.**

**FILE UPLOAD STATUS:**

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## COLLABORATORS [OFA HELP](#)

You MUST ENTER the names and email addresses of the Project Collaborator(s) BEFORE they can log in to begin their portion of the application. Once you have entered the information and clicked the "send email" button, an email with appropriate instructions will be sent to the collaborator(s).

Note: Only scholars who are requesting ACLS funding for research leaves are considered collaborators and will need to fill out their portion of the application. If the project includes other participants (not requesting support for a research leave), please list them in your proposal document and explain their roles in the project.

If you learn that a collaborator did not receive an email with instructions, click "resend request" below.

[Invite Collaborator](#)

Name	Email	Date Sent	Application Status
			Email sent
			<b>In Progress</b>
			Submitted

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## 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 the project, please provide the URL here:

Your proposal will be reviewed by scholars within your specific discipline and by others from across the humanities and related social sciences. Use this space to make a concise case for the broader significance of the project for the humanities and related social sciences in a way that will be legible and of interest to scholars outside your field. You should refrain from employing technical language specific to your discipline that may make this significance unclear to non-specialists.  
*(Space is available for up to 2000 characters, including spaces.)*

Beginning date for Collaborative Research Fellowship  /  /   
 (mm/dd/yyyy)

Ending date for Collaborative Research Fellowship  /  /   
 (mm/dd/yyyy)

Amount requested from ACLS for STIPENDS (up to \$60,000 per collaborator) \$

Amount requested from ACLS for PROJECT COSTS (up to \$20,000) \$

Total amount requested from ACLS (up to \$200,000) \$

If you are planning to conduct the 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 the proposal document. *(Space is available for up to 150 characters, including spaces.)*

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

1.

2.

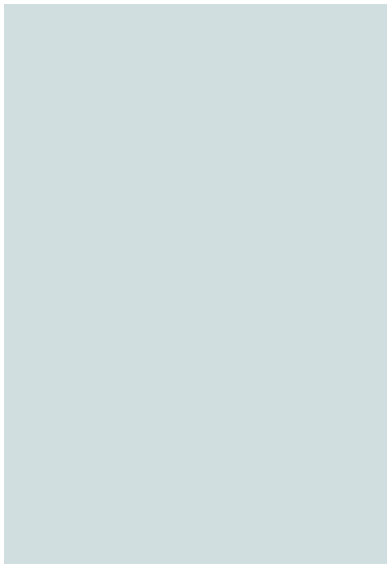
3.

4.

Other

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

1.  Other



2.  Other

3.  Other

4.  Other

5.  Other

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## 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 for each collaborative project.** We suggest that you secure as referees scholars who are familiar with the collaborative project and can judge its intellectual significance as well as the qualifications of the collaborators. Not more than one referee should be affiliated with either your or your collaborator's home institution(s). ACLS does not accept reference letters from dossier services, such as Interfolio or university-based services. [Why?](#)

Referees are asked to comment on the intellectual significance of the collaborative project, including its ambition and scope, and its potential contribution to scholarship in the humanities. They are also asked to comment on the degree to which the project is a model for collaborative research. Furthermore, they are asked to evaluate the collaborators as scholars, your achievements and ability to conduct and complete the project proposed.

**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:

- 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.

**No more than two letters of reference will be accepted.**

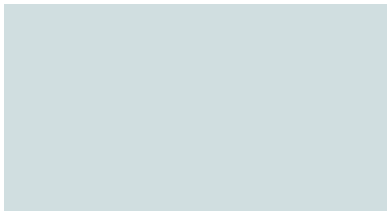
- Enter only two referees. It is possible to enter additional referees, but you should do this only if you learn that a referee is unable to complete the promised letter.
- **The first two letters submitted will be the letters on file in support of your application.** Once two letters have been submitted, 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 are due by the application deadline, September 23, 2015. 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

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To complete your application package, in addition to the application form, you must upload the following items: 1) participant information sheet, 2) proposal, 3) bibliography, 4) research plan, and 5) budget statement. **All five items should be collated to upload as one continuous document.**

### 1) PARTICIPANT INFORMATION SHEET:

The participant information sheet should clearly identify the project collaborators and indicate the project coordinator for administrative purposes. Please also list any additional project participants who will not be applying for research leave and their function within the collaboration.

### 2) 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, briefly but specifically, what you plan to do and why, as well as describe progress already made. The statement should also make clear the relevance of the project to the professional experience of all participants, and discuss the significance of this work within their specific and general fields. 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 give your proposal a brief, descriptive title, and label sections of your narrative as appropriate to assist readers.

Equally important, the proposal should explain in detail the process and product of the collaboration. It should make clear the goal of the collaboration, its structure, how credit and acknowledgement would be determined, and how the process and project of collaboration would be mutually informing. Finally, the proposal should explain how collaboration enables research that is intellectually innovative and produces a final outcome that would be more valuable than the sum of individual efforts of the project members.

**The proposal must not exceed 10 double-spaced pages in Times New Roman 11 point font.**

### 3) BIBLIOGRAPHY:

The bibliography should place the project in intellectual context and should include representative work in all of the disciplines involved in the project.

**The bibliography must not exceed 2 pages,** and should be double-spaced between entries.

### 4) RESEARCH PLAN:

The research plan should include a timeline of the proposed research activities that specifies the location, duration, and names of individuals involved in each stage. This may be in the form of a graphic timeline or narrative description.



**5) BUDGET STATEMENT:**

The budget statement should outline salary replacement, costs of research assistance, travel, and research materials. See [sample budget](#).

**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—participant information sheet, proposal, bibliography, research plan, and budget statement—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.

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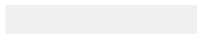
As long as your application is still "In Process," you can upload revised versions of your document by simply repeating the upload process and selecting the new/revised version. (This may have the same file name or a new file name.) When you click on "Upload File" the revised version will be recorded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



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<a href="#">Description</a>	<p><b>All team members are required to SUBMIT their parts of the application by the application deadline.</b></p> <p>Before submitting your application, make sure you have</p> <ul style="list-style-type: none"> <li>• answered all appropriate questions</li> <li>• completed and <b>saved</b> all screens</li> <li>• uploaded successfully your proposal and accompanying documents</li> </ul> <p>We suggest that you <a href="#">view and/or print your application</a> one last time before submitting it since <b>no revisions are allowed after submission</b>. Your <a href="#">view/print</a> copy should include your uploaded document. If it does not, click the OFA HELP button above for assistance.</p> <p><b>* Please note</b> that, by the application deadline, the project coordinator must complete the REFERENCE LETTERS section in addition to submitting his/her part of the application.</p> <p><b>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.</b></p> <p>I have completed the application, and would like to <b>SUBMIT</b> it for ACLS consideration.</p>	
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