Sample Application

What follows is a sample of an application for the Frederick Burkhardt Residential Fellowship for Recently Tenured Scholars. It is for informational purposes only.

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

Frederick Burkhardt Residential Fellowships for Recently Tenured Scholars

Deadline: September 24, 2014

APPLICATION STATUS: NOT STARTED

Program Choice
Account Information
Log Off

FREDERICK BURKHARDT RESIDENTIAL FELLOWSHIPS

WELCOME TO THE ONLINE APPLICATION FOR THE FREDERICK BURKHARDT RESIDENTIAL FELLOWSHIPS FOR RECENTLY TENURED SCHOLARS.

ACLS invites applications for the Frederick Burkhardt Residential Fellowships for Recently Tenured Scholars, generously funded by The Andrew W. Mellon Foundation. The fellowships are named for Frederick Burkhardt, President Emeritus of the ACLS, whose decades of work on *The Correspondence of Charles Darwin* constitute a signal example of dedication to a demanding and ambitious scholarly enterprise. These fellowships support long-term, unusually ambitious projects in the humanities and the humanities-related social sciences. The ultimate goal of the project should be a major piece of scholarly work by the applicant that will take the form of a monograph or another equally substantial form of scholarship. ACLS does not fund creative work (e.g., novels or films), textbooks, straightforward translation, or pedagogical projects.

Burkhardt fellowships are intended to support an academic year (nine months) of residence at any one of the thirteen national residential research centers or libraries participating in the program. Such an environment, beyond providing free time, encourages exchanges across disciplinary lines that can be especially helpful to deepening and expanding the significance of projects in the humanities and related social sciences. This year's successful applicants may take up the fellowship in 2015-16 or in either of the succeeding two academic years, but candidates must commit themselves firmly to the preferred year on their completed applications. Candidates must also commit themselves to relocating as needed in order to be in residence for the entire nine-month tenure of the fellowship.

ACLS will award up to 9 Burkhardt fellowships in this competition year. Each fellowship carries a stipend of $75,000.

Scholars are free to apply both for Burkhardt fellowships and for the standard forms of support offered directly by all of the participating centers and libraries, as well as those offered by ACLS. Successful applicants who accept a Burkhardt fellowship will be withdrawn from any other ACLS competitions.

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 in mid-February 2015.

Eligibility

The Burkhardt Fellowship Program is open to recently tenured humanists—scholars who will have begun their first tenured contracts by the application deadline but began their first tenured contracts no earlier than the fall 2010 semester or quarter. An applicant must hold the PhD or equivalent and be employed in a tenured position at a degree-granting academic institution in the United States, remaining so for the duration of the fellowship. US citizenship or permanent residency is not required, and previous supported research leaves do not affect eligibility for the Burkhardt Fellowship. This is a residential fellowship; scholars who are unable to commit to a nine-month residence at one of the 13 participating centers should not apply.

Objectives

1. To encourage more adventurous, more wide-ranging, and longer-term patterns of research than are current in these disciplines;

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2. To link a small number of outstanding scholars and their projects to one of a limited number of residential study centers with a distinguished record of advancing multi-disciplinary scholarship;

3. To sustain the scholarly momentum of the emerging intellectual leaders in fields of the humanities and related social sciences.

Applications are invited that extend the frame within which research is planned in ways that will encourage conceptualizing and bringing to completion projects of wide scope and high significance. Such work might compare historical or literary trends across two or more cultures; might require command of two or more scholarly disciplines to advance analysis; might explore topics that require the combining of insights from two or more fields of the humanities; or might attempt a new interpretation of the work of a significant writer, artist, composer, or thinker. Long-term institutional histories and critical analyses of major cultural traditions are also examples.

Schedule

Proposals should show evidence of significant preliminary work already completed, and a plan of work, typically in the five-year range, to be carried out. Assurance will be required from the administrative leadership of the scholar's home institution (dean, provost, president, or other appropriate person) that the applicant is an especially promising member of its humanities faculty, and that the institution is prepared to make its own contributions—beyond providing normal fringe benefits during the fellowship year—to assist the scholar in bringing the project to completion. (See below.)

The overall structure of support would thus include:

1. An academic-year's leave funded by ACLS under the Burkhardt Fellowship Program, with a stipend of $75,000 and residence (not including relocation or lodging costs) at one of the participating residential centers. To accommodate fellows' personal schedules, the participating residential centers and libraries have agreed to permit successful applicants to specify one of the succeeding three years for residency and to hold a place for them; applicants will be required to adhere to that schedule.

2. A summer's support (usually estimated at 2/9 salary) and/or equivalent reduction of teaching and administrative duties at some point in the post-fellowship stage, funded by the home institution.

3. Since projects are expected to be long term, and since these fellowships provide full-salary support for a full academic year, work plans should be designed to take maximum advantage of existing leave and/or sabbatical policies at home institutions; that is, these fellowships should be viewed as incremental to institutionally approved leave policies. Such institutionally granted research support could be used for the final effort necessary to bring the project to completion.

Participating Residential Research Centers

The participating centers are:
American Academy in Rome (Rome, Italy)
American Antiquarian Society (Worcester, MA)
Center for Advanced Study in the Behavioral Sciences (Stanford, CA)
Folger Shakespeare Library (Washington, DC)
Huntington Library (San Marino, CA)
Institute for Advanced Study, Central European University (Budapest, Hungary)
Institute for Advanced Study, Schools of Historical Studies and Social Science (Princeton, NJ)
John W. Kluge Center at the Library of Congress (Washington, DC)
National Humanities Center (Research Triangle Park, NC)
Newberry Library (Chicago, IL)
Radcliffe Institute for Advanced Study (Cambridge, MA)
Swedish Collegium for Advanced Study (Uppsala, Sweden)
Villa I Tatti (Florence, Italy)

Applicants should specify the center or research library where they hope to go into residence, and give reasons why. Scholars should seek to join the center or library best suited to advance the project. (Applicants are asked to name one alternate placement should their first choice be unable to accommodate them.) Villa I Tatti will accept applications only for residency in 2015-16 and candidates must also apply separately to Villa I Tatti.

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Application Requirements

Applications must include:

- Completed application form
- Proposal (no more than 10 double-spaced pages in Times New Roman 11-point font)
- Bibliography (no more than 3 pages)
- Publications list (no more than 2 pages)
- Three reference letters
- Institutional statement

Evaluation Criteria

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

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

2. The ambition and scope of the proposed project.

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

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

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

6. The likelihood that residence at the specified center will increase significantly the applicant's ability to carry the project forward.

7. Commitment by the scholar's institution to assist in advancing the project.

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Advancing the Humanities

Frederick Burkhardt Residential Fellowships for Recently Tenured Scholars

Deadline: September 24, 2014

APPLICATION STATUS: NOT STARTED

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BURKHARDT FELLOWSHIP

1. Are you employed in a tenured position at a degree-granting academic institution in the United States?

☐ Yes ☐ No

2. Did you begin your first tenured contract earlier than fall 2010?

☐ Yes ☐ No

3. In the case of an award, will you be able to take up the fellowship in residence at one of the participating research centers or libraries?

☐ Yes ☐ No

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Frederick Burkhardt Residential Fellowships for Recently Tenured Scholars

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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 deadine (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 can not 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

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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@acls.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

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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

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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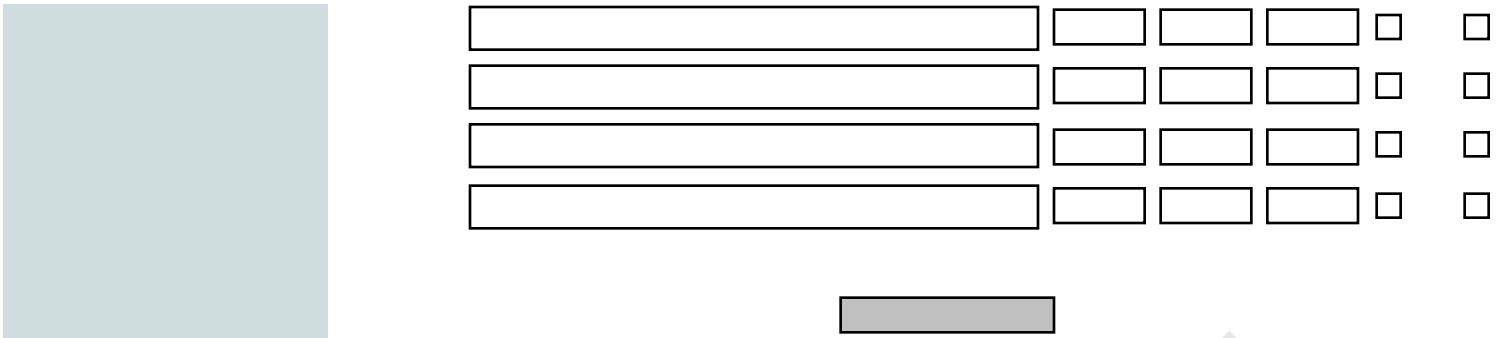

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CURRENT POSITION

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.)*

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?

(Check ELIGIBILITY requirements regarding tenure.)

If YES, when did your first tenured semester begin?
(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 your original tenure-granting institution is not your currrent affiliation, what was it?

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

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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*

Institution/Employer

Title

From / To /

Institution/Employer

Title

From / To /

Institution/Employer

Title

From / To /

Institution/Employer

Title

From / To /

Institution/Employer

Title

From / To /

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 can not 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

From / To / Amount $

Purpose

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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 your project, please provide the URL here:

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

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Fellowships are intended for residence at a research center. (See PARTICIPATING RESIDENTIAL RESEARCH CENTERS.)
At which one of the research centers do you hope to go into residence?

For which academic year?

Villa I Tatti will accept applications only for residency in 2015-16 and candidates must also apply separately to Villa I Tatti.

Please select one of the centers listed below as an alternate in the event your first choice is unable to accommodate you.

Give a tentative schedule of your work on this project. Indicate the Burkhardt fellowship year, plus additional periods of full-time work on the project, as well as any travel, part-time work (with reduced teaching/administrative duties) or special arrangements. (Space is available for up to 1500 characters. Please type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit. Examine your print application to be sure your response is complete. Do not use hard returns.)

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

1.
2.
3.
4.

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Other

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

1.
2.
3.

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. Other
2. Other
3. Other
4. Other
5. 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*
- *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).*

What is your country of citizenship? _____

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

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.

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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 specifiy:

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☐ Other/informal communication

Other: ☐

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

ACLS Constituent Learned Societies

- ☐ African Studies Association
- ☐ American Academy of Arts and Sciences
- ☐ American Academy of Religion
- ☐ American Anthropological Association
- ☐ American Antiquarian Society
- ☐ American Association for the History of Medicine
- ☐ American Comparative Literature Association
- ☐ American Dialect Society
- ☐ American Economic Association
- ☐ American Folklore Society
- ☐ American Historical Association
- ☐ American Musicological Society
- ☐ American Numismatic Society
- ☐ American Oriental Society
- ☐ American Philological Association
- ☐ American Philosophical Association
- ☐ American Philosophical Society
- ☐ American Society of Church History
- ☐ American Society of Comparative Law
- ☐ American Society of International Law
- ☐ American Sociological Association
- ☐ American Studies Association
- ☐ Archaeological Institute of America
- ☐ Association for Asian Studies
- ☐ Association for Jewish Studies
- ☐ Association for Slavic, East European, and Eurasian Studies
- ☐ Association for the Advancement of Baltic Studies
- ☐ Association of American Geographers
- ☐ Association of American Law Schools
- ☐ Bibliographical Society of America
- ☐ College Art Association
- ☐ College Forum of the National Council of Teachers of English
- ☐ Dictionary Society of North America
- ☐ Economic History Association
- ☐ Medieval Academy of America
- ☐ Metaphysical Society of America
- ☐ Middle East Studies Association of North America
- ☐ Modern Language Association of America
- ☐ National Communication Association
- ☐ National Council on Public History
- ☐ North American Conference on British Studies
- ☐ Oral History Association
- ☐ Organization of American Historians
- ☐ Renaissance Society of America
- ☐ Rhetoric Society of America
- ☐ Sixteenth Century Society and Conference
- ☐ Society for American Music
- ☐ Society for Cinema and Media Studies
- ☐ Society for Ethnomusicology
- ☐ Society for French Historical Studies
- ☐ Society for Military History

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- [ ] American Political Science Association
- [ ] American Schools of Oriental Research
- [ ] American Society for Aesthetics
- [ ] American Society for Eighteenth-Century Studies
- [ ] American Society for Environmental History
- [ ] American Society for Legal History
- [ ] American Society for Theatre Research
- [ ] German Studies Association
- [ ] Hispanic Society of America
- [ ] History of Science Society
- [ ] International Center of Medieval Art
- [ ] Latin American Studies Association
- [ ] Law and Society Association
- [ ] Linguistic Society of America
- [ ] Society for Music Theory
- [ ] Society for the Advancement of Scandinavian Study
- [ ] Society for the History of Technology
- [ ] Society of Architectural Historians
- [ ] Society of Biblical Literature
- [ ] Society of Dance History Scholars
- [ ] World History Association

ACLS Affiliates

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

3. Please identify all ACLS fellowship programs (if any) to which you have previously applied.

- [ ] ACLS Fellowship
- [ ] ACLS/SSRC/NEH International and Area Studies Fellowship
- [ ] ACLS/New York Public Library Fellowship
- [ ] Ryskamp Fellowship
- [ ] Burkhardt Fellowship
- [ ] Digital Innovation Fellowship
- [ ] Collaborative Research Fellowship
- [ ] ACLS New Faculty Fellows
- [ ] 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

SAMPLE

- [ ] 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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SAMPLE

Frederick Burkhardt Residential Fellowships for Recently Tenured Scholars

Deadline: September 24, 2014

APPLICATION STATUS: IN PROCESS

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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; further, that not more than one referee be affiliated with your own institution. ACLS does not accept reference letters from dossier services, such as Interfolio or university-based services. Why?

For your information, 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. 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 (dean, provost, president, or other appropriate person) regarding your promise as a member of the humanities faculty and the contributions the institution will make if your application is successful.

The provided form asks the administrative leadership of your institution to affirm that the applicant is an especially promising member of its humanities faculty, and that the institution is prepared: 1) to provide normal fringe benefits during the fellowship year, and 2) to provide a summer's support (usually estimated at 2/9ths of salary) and/or equivalent reduction of teaching and administrative duties at some point in the post-fellowship stage.

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:

- Tell your referees to expect an email from ACLS.
- Make absolutely certain you have the correct email address for each referee.
- Enter each referee's name and email address by clicking on the "Add Referee" link at the bottom of this page. Please capitalize the name properly.
- Once you have entered the information and clicked the "send email" button, an email will be automatically generated with appropriate instructions to the referee.
- It is not necessary to enter all referees at the same time. You can return to this screen at any time to enter referees.
- Your referees will not receive an email to begin this process until you have entered the information and clicked the "send email" button.

No more than three letters of reference and one institutional statement will be accepted.

- Enter only the required number of 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 reference letters and the first institutional statement submitted will be the letters on file in support of your application.** Once the maximum number has been submitted, another referee attempting to submit a letter for you will be prevented from doing so. Be careful not to put anyone in this situation.

SAMPLE

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 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) a proposal 2) a bibliography 3) a publications list. **All three items should be collated to upload as one continuous document.**

1) PROPOSAL:

In preparing this material, please keep in mind that 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 Burkhardt Fellowship Program. Please distinguish your plans for research during the proposed year of residence at a research center from the development of your project in earlier and subsequent years, being as clear as possible about the discrete phases of your research and your writing. Be sure to include in your statement both a description of specific work plans and your assessment of the overall 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.
>
> In addition, if your project is part of a collaborative undertaking, it is essential to explain the relationship between your contribution and that of your collaborator(s).
>
> **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; you may wish to provide annotation 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 (indicate which were refereed), and numbers of pages.

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

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

4) DOCUMENT SPECIFICATIONS:

- All three items must be uploaded as one continuous document.
- Margins must be at least one inch on all sides.

SAMPLE

- Use Times New Roman 11-point font for all uploaded documents.
- There is a 3 MB limit on the size of your upload. This means that the total size of the upload, including any graphics or supplementary materials, cannot exceed 3 MB.
- Your application will be converted to Portable Document Format (.pdf). Keep formatting simple to avoid problems in the converted document.
- If your proposal includes foreign characters, please view it after uploading to be sure these characters convert properly. If not, you may have to convert your document to .pdf and upload again to resolve formatting problems.
- Use the header/footer function to number pages. (Do not type the numbers directly into each page of your document text.) You may number pages consecutively throughout the entire document, or you may number the different sections separately. (Page numbers are most helpful on the proposal, so you may omit them on the other items if you wish.)
- If you have difficulty with your upload, consult the FAQ/technical support before contacting OFA HELP.

5) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

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

Files will be accepted in the following formats **ONLY:**
Microsoft Word (.doc or .docx), WordPerfect Version 5. or later (.wpd), Text only (.txt), or Adobe Portable Document Format (.pdf). **Your file MUST include the appropriate extension** (e.g., ".doc"); if you are on a Mac, you will need to enter the extension as part of the file name.

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

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

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

Mac Users:
Problems viewing PDF?

FILE UPLOAD STATUS:

NOT UPLOADED

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Frederick Burkhardt Residential Fellowships for Recently Tenured Scholars

Deadline: September 24, 2014

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SUBMIT APPLICATION

OFA HELP

Before submitting your application, make sure you have

- answered all appropriate questions
- completed and **saved** all screens
- uploaded successfully your proposal and accompanying documents

We suggest that you view and/or print your application one last time before submitting it since **no revisions are allowed after submission**. Your view/print copy should include your uploaded document. If it does not, click the OFA HELP button above for assistance.

***Please note** that, by the application deadline, you must complete the REFERENCE LETTERS section in addition to submitting your application.

An application that is submitted, but is not complete, will not be considered.
An application that is complete, but is not submitted, will not be considered.

I have completed the application, and would like to **SUBMIT** it for ACLS consideration.

SAMPLE