



## **Sample Application**

What follows is a sample of an application for the Mellon/ACLS Dissertation Completion Fellowship. It is for informational purposes only.

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



# Mellon/ACLS Dissertation Completion Fellowships

Deadline: October 25, 2017

**APPLICATION STATUS: NOT STARTED**

Program Choice

Account Information

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## MELLON/ACLS DISSERTATION COMPLETION FELLOWSHIPS

### WELCOME TO THE ONLINE APPLICATION FOR THE MELLON/ACLS DISSERTATION COMPLETION FELLOWSHIP.

ACLS invites applications for **Mellon/ACLS Dissertation Completion Fellowships**, which support a year of research and writing to help advanced graduate students in the [humanities and related social sciences](#), in the last year of PhD dissertation writing. This program encourages timely completion of the PhD. Applicants must be prepared to complete their dissertations within the period of their fellowship tenure and no later than August 31, 2019. A grant from The Andrew W. Mellon Foundation supports this program.

ACLS will award 65 fellowships in this competition for a one-year term beginning between June and September 2018 for the 2018-19 academic year. The fellowship may be carried out in residence at the fellow's home institution, abroad, or at another appropriate site for the research. These fellowships may not be held concurrently with any other fellowship or grant.

The total award of up to \$38,000 includes a stipend (\$30,000) plus additional funds for university fees (up to \$5,000) and research support (up to \$3,000). In addition to the monetary support that the fellowship offers, Dissertation Completion Fellows are able to apply to participate in a seminar on preparing for the academic job market. The seminar takes place over three days in the fall of the fellowship year.

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 pm Eastern Daylight Time, October 25, 2017. Notifications will be sent via email in late March 2018. [Click](#) for more information.

#### Eligibility

Applicants must:

- be PhD candidates in a humanities or social science department in the United States [1](#)
- have completed all requirements for the PhD except the dissertation (i.e., obtained ABD status) by the application deadline
- be no more than six years into the degree program at the time of application. This includes time spent earning an MA within that program. [2](#)
- not currently hold or have previously held a dissertation completion fellowship
- have not previously applied for this fellowship more than once

#### Application Requirements

Applications must include:

- Completed application form
- Proposal (no more than 5 double-spaced pages in Times New Roman 11-point font)
- One-page timeline for the expected completion of dissertation writing and defense/filing. [See sample timelines.](#)
- Up to 3 additional pages of images, musical scores, or other similar supporting non-text materials [optional]
- Bibliography (no more than 2 pages)
- Completed chapter of the dissertation (that is neither the introduction, nor the conclusion, nor the literature review) of not more than 25 double-spaced pages in Times New Roman 11-point font; or a representative 25-page excerpt from a longer chapter. The chapter must be in English, though citations may be in other languages (with translations provided).

- Two reference letters, one of which must come from the applicant's dissertation advisor
- A statement from the applicant's institution (preferably from the applicant's chair, director of graduate studies, or dean). The provided form asks the institutional representative to (1) attest to the viability of the proposed timeline for completion; (2) stipulate that, in the event of an award, the university will not charge the student tuition or fees beyond a limit of \$5,000; and (3) pledge that if an ACLS award is made, the university will not provide the applicant with any subsequent aid. The person submitting the statement should not be one of the reference letter writers.

Note that transcripts are not required.

#### **Evaluation Criteria**

Scholars asked to review applications in this program are instructed to use the following four criteria:

1. The potential of the project to advance the field of study in which it is proposed and make an original and significant contribution to knowledge.
2. The quality of the proposal with regard to its methodology, scope, theoretical framework, and grounding in the relevant scholarly literature.
3. The feasibility of the project and the likelihood that the applicant will execute the work within the proposed time frame.
4. The applicant's record of scholarly engagement and potential for scholarly achievement.

1 The Mellon/ACLS Dissertation Completion Fellowship program does not accept applications from students receiving professional or applied PhDs, terminal degrees that are not a PhD (such as an EdD or MFA), or PhDs outside of humanities and social science departments, including the following disciplines: business, clinical or counseling psychology, creative or performing arts, education, engineering, filmmaking, law, library and information sciences, life/physical sciences, public administration, public health or medicine, public policy, social work, or social welfare. If you are unsure whether your department or interdisciplinary program qualifies you for this fellowship program, please email [fellowships@acsls.org](mailto:fellowships@acsls.org) with a brief summary of your affiliation. [\[back to text\]](#)

2 Put another way, if the current academic year is your sixth year in the program or if you've been in the program for fewer years, then you are eligible to apply. Also, in special circumstances an applicant who is in her or his seventh year may petition, together with the dissertation advisor, to have this eligibility requirement extended by one year. Such applicants must present a compelling case for eligibility within their application materials. Please [see our FAQ](#) for additional information about time to degree. [\[back to text\]](#)



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Deadline: October 25, 2017

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	<p>1. Are you a PhD candidate in a humanities or social science department in the United States?</p> <p style="text-align: center;">Yes      No</p> <p>2. Will you have completed all requirements for the PhD except the dissertation (obtained ABD status) by October 25, 2017?</p> <p style="text-align: center;">Yes      No</p> <p>3. Do you expect to finish your dissertation by the end of the 2018-19 academic year?</p> <p style="text-align: center;">Yes      No</p> <p>4. Do you currently hold or have you previously held a dissertation completion fellowship?</p> <p style="text-align: center;">Yes      No</p> <p>5. Have you previously applied for this fellowship more than once?</p> <p style="text-align: center;">Yes      No</p> <p>Please note: The program is restricted to graduate students who, at the time of application, are no more than six years into the degree program. (This includes time spent earning an MA within that program.) In special circumstances an applicant who is in her or his seventh year may petition, together with the dissertation advisor, to have this eligibility requirement extended by one year. Such applicants must present a compelling case for eligibility within their application materials.</p>



# Mellon/ACLS Dissertation Completion Fellowships

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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, October 25, 2017**. **You should complete the REFERENCE LETTERS section as soon as possible since your letter writers will also have until the application deadline (October 25) to submit their letters.**

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

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

### A. How to SAVE and SUBMIT your data.

1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the navigation links and/or arrows provided on each application screen.
2. You must **SAVE each time you leave a screen**. If you do not click on SAVE, anything entered since you last hit SAVE on that screen will be lost. (Any work from a previous session will be retained, but any new entries will be lost.) The SAVE button is on the bottom of your screen.
3. You may work on your application in as many sessions as you wish, and the status of your application will be **IN PROCESS** until you submit it. Once you are satisfied that your application is complete, you must go to the SUBMIT APPLICATION screen and select **SUBMIT APPLICATION**. Once your application has been SUBMITTED, it cannot revert to IN PROCESS status.
4. When you have completed your application, pause to check it one last time. We strongly suggest that you print and read your application before submitting it, so that you can be sure there are no further revisions you wish to make. Your print copy should include your uploaded document.
5. Your application status bar must show SUBMITTED at 9 pm, Eastern Daylight Time, **October 25, 2017** 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, 2018.

### 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 **Dr.**

First Name **Jane**

Middle Name/Initial

Last Name **Doe**

Suffix

Primary email address (should be valid through May 2018)

**Institution Address**

City

State **Select One**

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

Telephone ( ) - , ext .

**Home Address**

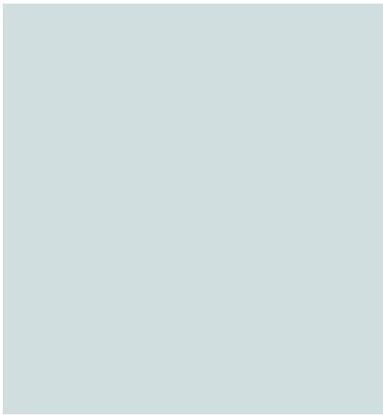
City

State **Select One**

State/Province (IF NOT U.S.)

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

Country (IF NOT U.S.)



Telephone (     )     -

Telephone (IF NOT U.S.)

Which is your preferred mailing address? Select

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

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## EDUCATION [OFA HELP](#)

PhD to be 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.**)

Department

PhD major discipline

Start date of PhD program (use start date of MA if earned en route to the PhD)  
 / (mm/yyyy)

Date of completion of all requirements for the PhD except the dissertation (ABD status)  
 / (mm/yyyy)

Expected date of dissertation defense (or filing date if institution does not require defense)  
 / (mm/yyyy)

Eligibility is restricted to PhD candidates who are no more than six years into the degree program. If you are in your seventh year, please provide additional information to support your application. Your dissertation supervisor, in the reference letter, should also explain your circumstances.  
 (Space is available for up to 1000 characters, including spaces.)

Dissertation title

Name of dissertation supervisor

Email address of supervisor

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

Select a degree  
 Select One

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

Master's degree major discipline

BA/BS  
received  
from

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

Date BA/BS received  
/ (mm/yyyy)

BA/BS major discipline

List any  
additional  
degrees

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

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



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## AWARDS AND PUBLICATIONS [OFA HELP](#)

### Awards

Beginning with the most recent, list up to ten of the university and external forms of support received during graduate study: fellowships, teaching or research assistantships, tuition grants, scholarship awards, and summer support. Give in each case the dates, purposes (tuition, travel, expenses, etc.), and, where appropriate, the approximate amounts. If you are listing only selected awards, choose those that are most significant. Please do not be concerned if you do not use all ten 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

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From / To / Amount \$

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Purpose

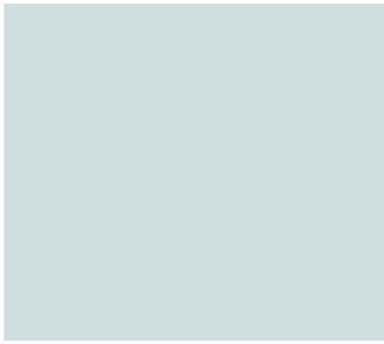
Award

Award Type   
 From / To / Amount \$

Purpose

**Publications**

Please list by title, including date of publication (or forthcoming or under review), with the name of the publisher or journals, number of pages, type (article, review, etc.), and indicate whether it was refereed. Include up to EIGHT publications. *(Space is available for up to 1500 characters, including spaces.)*



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## DISSERTATION 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.

Dissertation Title  
*(Space is available for up to 250 characters, including spaces.)*

Dissertation 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 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.)*

If you are planning to conduct your proposed research project in a particular location, please specify where and when you plan to do so. Please be brief and give your response in this format: semester/location. Longer explanations of research plans should be included in your proposal document.

*(Space is available for up to 150 characters, including spaces.)*

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

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

Other

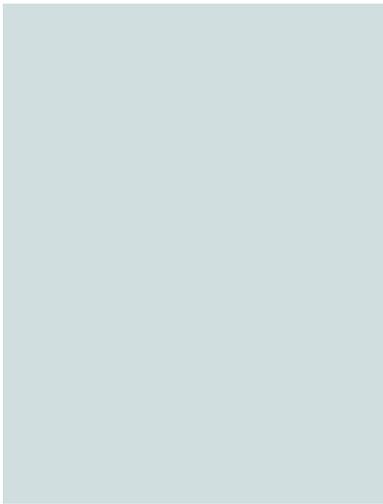
List any countries or geographical areas other than the US in which you have done research in the last five years.

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

Other

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

1. Select One Other
2. Select One Other



3. Select One

Other

4. Select One

Other

5. Select One

Other

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## ADMINISTRATIVE INFORMATION [OFA HELP](#)

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

*Please remember:*

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

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

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

List other major funding sources, with approximate amount and tenure period, to which you **ARE APPLYING** for dissertation completion support.

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

Please specify:

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**

African Studies Association	American Society of Comparative Law	Middle East Studies Association of North America
American Academy of Arts and Sciences	American Society of International Law	Modern Language Association of America
American Academy of Religion	American Sociological Association	National Communication Association
American Anthropological Association	American Studies Association	National Council on Public History

American Antiquarian Society	Archaeological Institute of America	North American Conference on British Studies
American Association for the History of Medicine	Association for Asian Studies	Oral History Association
American Association of Geographers	Association for Jewish Studies	Organization of American Historians
American Comparative Literature Association	Association for Slavic, East European, and Eurasian Studies	Renaissance Society of America
American Dialect Society	Association for the Advancement of Baltic Studies	Rhetoric Society of America
American Economic Association	Association of American Law Schools	Shakespeare Association of America
American Folklore Society	Austrian Studies Association	Sixteenth Century Society and Conference
American Historical Association	Bibliographical Society of America	Society for American Music
American Musicological Society	College Art Association	Society for Cinema and Media Studies
American Numismatic Society	College Forum of the National Council of Teachers of English	Society for Classical Studies
American Oriental Society	Dictionary Society of North America	Society for Ethnomusicology
American Philosophical Association	Economic History Association	Society for French Historical Studies
American Philosophical Society	German Studies Association	Society for Military History
American Political Science Association	Hispanic Society of America	Society for Music Theory
American Schools of Oriental Research	History of Science Society	Society for the Advancement of Scandinavian Study
American Society for Aesthetics	International Center of Medieval Art	Society for the History of Authorship, Reading and Publishing
American Society for Eighteenth-Century Studies	Latin American Studies Association	Society for the History of Technology
American Society for Environmental History	Law and Society Association	Society of Architectural Historians
American Society for Legal History	Linguistic Society of America	Society of Biblical Literature
American Society for Theatre Research	Medieval Academy of America	Society of Dance History Scholars
American Society of Church	Metaphysical Society	World History

History	of America	Association
<b>ACLS Affiliates</b>		
Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA)	Association of Research Libraries	Consortium of Humanities Centers and Institutes
Association of American Colleges and Universities	Canadian Federation for the Humanities and Social Sciences	Federation of State Humanities Councils
Association of Art Museum Curators	Center for Research Libraries	International Society for Third-Sector Research
Association of College & Research Libraries	Community College Humanities Association	Phi Beta Kappa

3. Have you ever participated, beyond attending, in a scholarly meeting?

**If yes, in what capacity?** (Please indicate number of times: 0, 1, 2, etc.)

Delivered a paper

Organized a panel

Participated in roundtable discussion

Participated in poster session



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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.

**Two letters of reference and one institutional statement are required.**

**1. REFERENCE LETTERS.** We suggest that you secure as referees scholars competent to judge your record, the present research proposal, and the probable future contribution to the field. One letter must come from your dissertation advisor. ACLS does not accept reference letters from dossier services, such as Interfolio or university-based services. [Why?](#)

Referees are asked to comment on the applicant as a scholar and on the specific proposal to ACLS. They are also asked to evaluate the scholar's ability to conduct and complete the project proposed, as well as the importance of this project within the general and specific field(s) to which it relates.

**2. INSTITUTIONAL STATEMENT.** In addition to two letters of reference, we require a statement from the applicant's department chair, director of graduate studies, or dean.

The statement is not a reference letter but a form that asks the institutional representative to 1) attest to the viability of the proposed timeline for completion; 2) stipulate that, in the event of an award, the university will not charge the student tuition or fees beyond a limit of \$5,000; and 3) pledge that if an ACLS award is made, the university will not provide the applicant with any subsequent aid.

The person submitting the institutional form should not be one of the reference letter writers.

**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.

**No more than two 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 two 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.

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,**

**October 25, 2017. 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
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SAMPLE



# Mellon/ACLS Dissertation Completion Fellowships

Deadline: October 25, 2017

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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, timeline, and project bibliography and 2) a chapter of your dissertation. **Your proposal, timeline, and project bibliography should be uploaded as one continuous document; the dissertation chapter should be uploaded as a separate document. (You will upload a total of two documents.)**

### 1a) PROPOSAL:

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

**Content:** A concise statement describing your research project is required. The narrative statement should explain, briefly but specifically, what you plan to do and why, as well as describe progress already made. Discuss the significance of this work within your specific and general fields. Please balance the description of specific work plans against an overview of your goals and the contribution this project will make to the field(s) it engages. Title your proposal in a brief, descriptive way and label sections of your narrative as appropriate to assist readers. Be sure to explain terms that might not be familiar to those outside your field or subfield.

**The proposal must not exceed 5 double-spaced pages in Times New Roman 11-point font. You may, however, include up to an additional 3 pages of images, musical scores, or other similar supporting non-text materials.**

### 1b) TIMELINE:

Please provide a succinct timeline for completion of dissertation writing and defense. [See sample timelines.](#)

**The timeline must not exceed 1 page, in Times New Roman 11-point font.**

### 1c) BIBLIOGRAPHY:

The bibliography should provide an overview of essential references for your project, and should balance the various sorts of key materials being used.

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

### 2) DISSERTATION CHAPTER:

Include a polished, substantive chapter of your dissertation (that is neither the introduction, nor the conclusion, nor the literature review) of not more than 25 double-spaced pages in Times New Roman 11-point font (or a representative 25-page excerpt from a longer chapter). The chapter must be in English, though quotations may be in other languages (with translations provided). Your chapter should include citations, but they must be contained within the 25 double-spaced page limit. Note that brief, in-text citations are acceptable if the work cited appears in the project bibliography.

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

reviewed.

### 3) DOCUMENT SPECIFICATIONS:

- Items **1a**, **1b**, and **1c** must be uploaded as one continuous document. Item **2** should be uploaded as a separate, second 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 **combined** size of the two files uploaded, including any graphics or other supporting 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.
- All documents must be in English, though citations may be in other languages (with translations provided).
- If your proposal includes foreign characters, please view it after uploading to be sure these characters convert properly. If not, you may have to first convert your document to .pdf and then 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 uploads, consult the [FAQ/technical support](#) before contacting OFA HELP.

### 4) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

The proposal elements should be collated in this order—proposal, timeline, and project bibliography—and uploaded as one file. The dissertation chapter should be uploaded as a separate, second document.

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

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

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

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

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

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