



## **Sample Application**

What follows is a sample of an application for the Getty/ACLS Postdoctoral Fellowships in the History of Art. It is for informational purposes only.

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

Deadline: October 24, 2018

**APPLICATION STATUS: NOT STARTED**

Program Choice

Account Information

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## GETTY/ACLS POSTDOCTORAL FELLOWSHIPS IN THE HISTORY OF ART

### WELCOME TO THE ONLINE APPLICATION FOR GETTY/ACLS POSTDOCTORAL FELLOWSHIPS IN THE HISTORY OF ART

ACLS invites applications for **Getty/ACLS Postdoctoral Fellowships in the History of Art**, made possible by the generous support of the [Getty Foundation](#). These fellowships are intended to support an academic year of research and/or writing by early career scholars from around the world for a project that will make a substantial and original contribution to the understanding of art and its history. The ultimate goal of the project should be a major piece of scholarly work by the applicant. ACLS does not fund creative work (e.g., novels or films), textbooks, straightforward translation, or pedagogical projects.

ACLS will award 10 fellowships, each with a salary-replacement stipend of \$60,000, plus \$5,000 for research and travel during the award period. The fellowships are portable and are tenable at the fellow's home institution, abroad, or at another appropriate site for the work proposed. Awards also will include a one-week residence at the Getty Research Institute following the fellowship period.

Getty/ACLS Postdoctoral Fellowships may **not** be held concurrently with other fellowships and grants, though they may be combined with sabbatical. Tenure of the award must encompass the entirety of the 2019-20 academic year, during which fellows must devote themselves to full-time research and writing.

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 24, 2018. Notifications will be sent via email by late March 2019. [Click](#) for more information.

#### Eligibility

1. Applicants must have a PhD that was conferred between September 1, 2013 and December 31, 2017.
2. Applicants who earned their PhDs in and/or are currently employed in any humanistic field may apply, so long as they demonstrate that their research draws substantially on the materials, methods, and/or findings of art history, and contributes to the field. Scholars may propose new approaches to art historical scholarship and/or explore connections between art history and other humanistic disciplines.
3. This program welcomes proposals from applicants without restriction as to citizenship, country of residency, location of work proposed, or employment.
4. An application must be completed in English by the applicant.

#### Application Requirements

Applications must include:

- Completed application form
- Proposal (no more than five pages, double spaced, in Times New Roman 11-point font)
- Up to three additional pages of images, musical scores, or other similar supporting non-text materials (optional)
- Project bibliography (no more than two pages)
- Publications list (no more than two pages)
- Two reference letters

### **Evaluation Criteria**

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

1. The potential of the project to advance the field of art history and make an original and significant contribution to knowledge of art and its history.
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 scholarly record and potential for scholarly achievement.

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## GETTY/ACLS POSTDOCTORAL FELLOWSHIPS IN THE HISTORY OF ART

**1. Do you have a PhD that was conferred no earlier than September 1, 2013 and no later than December 31, 2017?**

Yes  No

**2. Will your project draw substantially on the materials, methods, and/or findings of art history and contribute to that field? (Scholars may propose new approaches to art historical scholarship and/or explore connections between art history and other humanistic disciplines.)**

Yes  No

**3. Will the application, including the five-page proposal narrative, be completed by you, the applicant, in English?**

Yes  No

**\* This program welcomes applications from scholars without restriction as to citizenship, country of residency, location of work proposed, or employment.**

CONTINUE



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**You have passed our preliminary eligibility screening; please click the button below to proceed to the instructions.**

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Program Choice	INSTRUCTIONS
Description	
Eligibility	
<b>Instructions</b>	<p>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 <b>9 pm, Eastern Daylight Time, October 24, 2018. You should complete the REFERENCE LETTERS section as soon as possible since your letter writers will also have until the application deadline (October 24) to submit their letters.</b></p>
FAQ (program)	
FAQ (technical support)	
<b>Application Form</b>	
Contact Information	<p>This application consists of three parts: the application form itself, the uploaded documents (see <a href="#">PROPOSAL UPLOAD</a>), and reference letters (see <a href="#">REFERENCE LETTERS</a>).</p>
Education	
Current Position	
Professional Background	<p><b>BEFORE BEGINNING</b> the application form, please read the Instructions regarding the <a href="#">PROPOSAL UPLOAD</a> and the <a href="#">REFERENCE LETTERS</a>, as well as the following technical instructions.</p>
Awards	
Research Project	
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<b>Mac Users</b>	
<b>Problem viewing PDF?</b>	
<b>Log Off</b>	
	<p><b>A. How to SAVE and SUBMIT your data.</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. You must <b>SAVE each time you leave a screen</b>. 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.</li> <li>3. You may work on your application in as many sessions as you wish, and the status of your application will be <b>IN PROCESS</b> until you submit it. Once you are satisfied that your application is complete, you must go to the SUBMIT APPLICATION screen and select <b>SUBMIT APPLICATION</b>. Once your application has been SUBMITTED, it cannot revert to IN PROCESS status.</li> <li>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.</li> <li>5. Your application status bar must show SUBMITTED at <b>9 pm, Eastern Daylight Time, October 24, 2018</b> in order for it to be considered. ACLS will take no responsibility for applications that are not in SUBMITTED status at the deadline. <b>Once your application has been SUBMITTED, even if it was submitted before the final deadline, no changes will be permitted.</b></li> <li>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, 2019.</li> </ol> <p><b>B. How to enter data.</b></p> <ol style="list-style-type: none"> <li>1. You may begin completing the application at any section.</li> <li>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.)</li> </ol>

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 2019)

**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?

Select ▼

**(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.**)

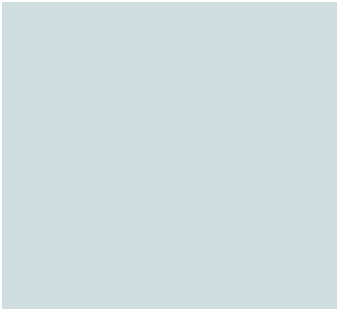
Date BA/BS received (mm/yyyy)  /

BA/BS major discipline

List any additional degrees

List up to six 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 type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>



<input type="text"/>	* ▼	* ▼	* ▼	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	* ▼	* ▼	* ▼	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	* ▼	* ▼	* ▼	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	* ▼	* ▼	* ▼	<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?

Second Institution   
*(if applicable) (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, for example, 1000 (DO NOT USE dollar signs or commas)

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  /

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## AWARDS [OFA HELP](#)

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

*Please remember:*

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

Award

Award Type

From  /  To  /  Amount \$

Purpose

Award

Award Type

From  /  To  /  Amount \$

Purpose

Award

Award Type

From  /  To  /  Amount \$

Purpose

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Award Type

From  /  To  /  Amount \$

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Purpose

Award

Award Type

From  /  To  /  Amount \$

Purpose



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<b>Program Choice</b>	<b>RESEARCH PROJECT</b>	<a href="#">OFA HELP</a>
<b>Description</b>		
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<b>Instructions</b>	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.	
<b>FAQ (program)</b>		
<b>FAQ (technical support)</b>		
<b>Application Form</b>	Do not use hard returns.	
Contact Information		
Education	Research Proposal Title <i>(Space is available for up to 250 characters, including spaces.)</i>	
Current Position	<input type="text"/>	
Professional Background		
Awards		
<b>Research Project</b>		
Administrative Information		
Reference Letters	Research Proposal Abstract <i>(Space is available for up to 800 characters, including spaces.)</i>	
<b>Proposal Upload</b>	<input type="text"/>	
<b>Submit Application</b>		
<b>View/Print Application</b>		
<b>Mac Users</b>		
<b>Problem viewing PDF?</b>		
<b>Log Off</b>	Optional: If there is a web page associated with your project, please provide the URL here: <input type="text"/>	
	Your proposal will be reviewed by scholars within your specific subfield and by others from across the field of art history. Use this space to make a concise case for the broader significance of the project for art history in a way that will be legible and of interest to scholars across the field. You should refrain from employing overly technical language that may make this significance unclear to scholars who work in other geographies, time periods, or media. <i>(Space is available for up to 2000 characters, including spaces.)</i>	



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.

2.

3.

4.

Other

In what specific field(s) of art history is this project located?

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## ADMINISTRATIVE INFORMATION [OFA HELP](#)

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

*Please remember:*

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

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

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

List other sources of support, for example, sabbatical salary, **ALREADY CONFIRMED** in connection with your proposed research project or planned 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 or groups do you most identify?

- White (not of Hispanic origin)
- Black (not of Hispanic origin)
- Hispanic or Latino/a
- American Indian, Alaskan Native, or Indigenous People
- East or South Asian
- Native Hawaiian or 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**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> African Studies Association                      | <input type="checkbox"/> American Society of Comparative Law                          | <input type="checkbox"/> Middle East Studies Association of North America |
| <input type="checkbox"/> American Academy of Arts and Sciences            | <input type="checkbox"/> American Society of International Law                        | <input type="checkbox"/> Modern Language Association of America           |
| <input type="checkbox"/> American Academy of Religion                     | <input type="checkbox"/> American Sociological Association                            | <input type="checkbox"/> National Communication Association               |
| <input type="checkbox"/> American Anthropological Association             | <input type="checkbox"/> American Studies Association                                 | <input type="checkbox"/> National Council on Public History               |
| <input type="checkbox"/> American Antiquarian Society                     | <input type="checkbox"/> Archaeological Institute of America                          | <input type="checkbox"/> North American Conference on British Studies     |
| <input type="checkbox"/> American Association for the History of Medicine | <input type="checkbox"/> Association for Asian Studies                                | <input type="checkbox"/> Oral History Association                         |
| <input type="checkbox"/> American Association of Geographers              | <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 Law Schools                          | <input type="checkbox"/> Shakespeare Association of America               |
| <input type="checkbox"/> American Folklore Society                        | <input type="checkbox"/> Austrian Studies Association                                 | <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 National Council of Teachers of English | <input type="checkbox"/> Society for Classical Studies                    |
| <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                           | <input type="checkbox"/> German Studies   | <input type="checkbox"/> Society for Military                             |

Society

- 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

American Society of Church History

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

Medieval Academy of America

Metaphysical Society of America

History

Society for Music Theory

Society for the Advancement of Scandinavian Study

Society for the History of Authorship, Reading and Publishing

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 American Colleges and Universities

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/NEH International and Area Studies Fellowship
- ACLS/New York Public Library Fellowship
- ACLS Collaborative Research Fellowship
- ACLS Digital Extension Grant
- ACLS Digital Innovation Fellowship
- ACLS New Faculty Fellows
- Charles A. Ryskamp Research Fellowship
- Frederick Burkhardt Residential Fellowship
- Getty/ACLS Postdoctoral Fellowships in the History of Art

- Luce/ACLS Dissertation Fellowship in American Art
- Luce/ACLS Fellowships in Religion, Journalism & International Affairs
- Luce/ACLS Program in China Studies
- Mellon/ACLS Dissertation Completion Fellowship
- Mellon/ACLS Public Fellows
- The Robert H. N. Ho Family Foundation Program in Buddhist Studies
- African Humanities Program
- ACLS Library of Congress Fellowships in International Studies
- American Research in the Humanities in China
- CCK New Perspectives on Chinese Culture and Society
- Chinese Fellowships for Scholarly Development
- Contemplative Practice Fellowship
- Dissertation Fellowships in East European Studies
- Early Career Postdoctoral Fellowships in East European Studies
- East European Studies Language-Training Grants
- Luce/ACLS Grants to Individuals in East and Southeast Asian Archaeology and Early History
- Mellon/ACLS Recent Doctoral Recipients Fellowship
- SSRC/ACLS International Dissertation Research Fellowship

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# Getty/ACLS Postdoctoral Fellowships in the History of Art

Deadline: October 24, 2018

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**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.** We suggest that you secure as referees scholars competent to judge both the present research proposal and your past scholarship; ideally, you should select referees who are not affiliated with your own institution. ACLS does not accept reference letters from dossier services, such as Interfolio or university-based services. [Why?](#)

**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:

- 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 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, 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, check the email address and then 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.)

For your information, the online reference process requests referees to comment on the applicant as a scholar and professional and on the specific proposal to ACLS. Referees are asked to evaluate the scholar's ability to conduct and complete the project proposed, as well as the importance of this project within art history and the specific subfield(s) to which it relates.

**Letters of reference are due by the application deadline, October 24, 2018. 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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SAMPLE





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	<p>To complete your application package, in addition to the application form, you must upload the following items: 1) a proposal, 2) a bibliography, and 3) a publications list. <b>All three items should be collated to upload as one continuous document.</b></p> <p><b>1) PROPOSAL:</b></p> <p>In preparing this material, please keep in mind that our review process consists of two stages. At the first stage, your proposal will be read by three established scholars who may or may not specialize in the particular subfield(s) covered in your proposal. At the second stage, applications are reviewed by a panel of scholars whose collective expertise covers a wide range of art historical scholarship.</p> <p><b>Content:</b> 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, make clear the relevance of the project to your professional experience, and discuss the significance of this work within your specific subfield(s) and within art history, more broadly. Please balance the description of specific work plans against an overview of your goals and the contribution this project will make to the field. Please title your proposal in a brief, descriptive way and label sections of your narrative as appropriate to assist readers.</p> <p>In addition, if your project is part of a collaborative undertaking, it is essential to explain that context and describe your relationship to the other participants. Please also list the names of your colleagues and indicate whether or not those individuals are also applying for ACLS fellowships in the current competition.</p> <p><b>The proposal must not exceed 5 double-spaced pages in Times New Roman 11-point font. You may, however, include up to 3 additional pages of images or other supporting non-text materials.</b></p> <p><b>2) BIBLIOGRAPHY:</b></p> <p>The bibliography should provide an overview of essential references for your project, and should balance the various sorts of key materials being used.</p> <p><b>The bibliography must not exceed 2 pages,</b> and should be double-spaced between entries.</p> <p><b>3) PUBLICATIONS LIST:</b></p> <p>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.</p> <p><b>Your publications list must not exceed 2 pages,</b> and may be in whatever format you normally keep it.</p> <p><b>Documents must adhere to the page limits and formatting requirements to be reviewed.</b></p> <p><b>4) DOCUMENT SPECIFICATIONS:</b></p>

- All three 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.

## 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:**

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<b>Eligibility</b>	Before submitting your application, make sure you have	
<b>Instructions</b>	<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>	
<b>FAQ (program)</b>		
<b>FAQ (technical support)</b>		
<b>Application Form</b>	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.	
Contact Information		
Education		
Current Position	<b>*Please note</b> that, by the application deadline, you must complete the REFERENCE LETTERS section in addition to submitting your application.	
Professional Background		
Awards		
Research Project		
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