



## **Sample Application**

What follows is a sample of an application for the Luce/ACLS Program in Religion, Journalism & International Affairs. It is for informational purposes only.

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



# Luce/ACLS Program in Religion, Journalism & International Affairs Fellowships for Scholars

Deadline: October 24, 2018

**APPLICATION STATUS: NOT STARTED**

Program Choice

Account Information

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## LUCE/ACLS PROGRAM IN RELIGION, JOURNALISM, AND INTERNATIONAL AFFAIRS FELLOWSHIPS FOR SCHOLARS

### **WELCOME TO THE ONLINE APPLICATION FOR LUCE/ACLS FELLOWSHIPS IN RELIGION, JOURNALISM & INTERNATIONAL AFFAIRS.**

ACLS invites applications for fellowships offered by the **Luce/ACLS Program in Religion, Journalism & International Affairs**, made possible by the generous support of the Henry Luce Foundation. The program is designed to foster new connections between scholars and journalists covering international affairs by offering fellowships for scholars in the humanities and social sciences who study religion in international contexts. More information is available on the [program's overview page](#).

These fellowships support scholars in the [humanities and related social sciences](#) who are pursuing research on any aspect of religion in international contexts and who desire to connect their specialist knowledge with journalists and media practitioners. The ultimate goal of the research should be a significant piece of scholarly work by the applicant and concrete steps to engage journalistic and media audiences. Please note that this program does not fund creative work (e.g., novels or films), textbooks, straightforward translation, or pedagogical projects.

Luce/ACLS fellowships are portable and are tenable at any US-based college or university. All fellows are required to participate in two program-sponsored symposia during the academic year. In addition to these required symposia, fellows may elect to participate in workshops, trainings, and/or conferences at universities, research centers, and media organizations that encourage connections between journalism and the academy; see the [FAQ for more information](#).

ACLS will award up to six fellowships for the 2019-20 academic year with tenure beginning between August and September 2019. The award carries a stipend of \$55,000, plus \$5,000 to support short-term opportunities to participate in workshops, trainings, and/or conferences at institutions, research centers, and media organizations that bridge journalism and the academy, as well as funds for research costs and related scholarly activities of up to \$3,000.

Scholars may apply both for a Luce/ACLS Fellowship and for other forms of support, including other ACLS fellowship programs. Please note that an applicant may accept only one ACLS award in a given competition 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 24, 2018**. Notifications will be sent via email by late March 2019.

#### **Eligibility**

Applicants must:

- be a US citizen or permanent resident as of the application deadline date.
- have a PhD that was conferred by the application deadline (an established scholar who can demonstrate the equivalent of a PhD in publications and professional experience may also qualify).
- be able to attend and participate in two program-sponsored events, a workshop in Fall 2019 (date and location TBA) and a symposium in Spring 2020 (date and location TBA).

## Objectives

1. To encourage connections between scholarship on religion and the training and practice of journalism;
2. To provide scholars studying the role of religion in international contexts (from any humanities or social science discipline) the opportunity both to advance their scholarship and to connect their specialist knowledge with journalism and media audiences;
3. To promote greater public understanding of the role of religion in international affairs.

## Application Requirements

Applications must be submitted online and must include:

- Completed application form
- Proposal (no more than five pages, double spaced, in Times New Roman 11-point font)
- Up to two additional pages of images or other similar supporting non-text materials (optional)
- Statement of interest in connecting scholarly research to journalistic audiences (no more than two pages, double spaced, in Times New Roman 11-point font), including a description of any plans to pursue media engagement
- Bibliography of relevant scholarly and journalistic sources (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 six 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 applicant's demonstrated commitment to connecting her/his scholarly research with journalistic and media audiences.
4. The rationale for the proposed site(s) of the fellowship and likelihood that the scholars and resources available there will enable the applicant to carry the project forward and advance the applicant's interests in media engagement.
5. The feasibility of the project and the likelihood that the applicant will execute the work within the proposed time frame.
6. The scholarly experience—and potential for scholarly achievement—of the applicant.

Please note: Fellows may not teach or undertake other significant administrative responsibilities during the fellowship tenure.

[START APPLICATION](#)



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	<p><b>1. Are you a US citizen or permanent resident?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>2. Do you have a PhD that was conferred before the application deadline or do you have the equivalent of a PhD*?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>3. Will you be able to travel to and participate in two program-sponsored events in fall 2019 and spring 2020?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>*An established scholar who can demonstrate the equivalent of a PhD in publications and professional experience may also qualify. If you feel that you have the equivalent of a PhD, please check "yes" and contact <a href="mailto:fellowships@acsls.org">fellowships@acsls.org</a> to provide supporting documentation. You should also explain your circumstances in the last question on the Professional Background screen of the application.</b></p> <p><input type="button" value="CONTINUE"/></p>



# Luce/ACLS Program in Religion, Journalism & International Affairs Fellowships for Scholars

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	<p><b>You have passed our preliminary eligibility screening; please click the button below to proceed to the instructions.</b></p> <p><input type="button" value="CONTINUE"/></p>

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# Luce/ACLS Program in Religion, Journalism & International Affairs Fellowships for Scholars

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<b>Program Choice</b>	<h2>INSTRUCTIONS</h2> <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</b>. You should complete the <b>REFERENCE LETTERS</b> section as soon as possible since your letter writers will also have until the application deadline (October 24) to submit their letters.</p> <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> <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> <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 can not 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 9 pm, Eastern Daylight Time, <b>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>
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<b>Problem viewing PDF?</b>	
<b>Log Off</b>	

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!

CONTINUE





State/Province (IF NOT U.S.)

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

Country (IF NOT U.S.)

Telephone (  )  -

Telephone (IF NOT U.S.)

Which is your preferred mailing address?

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

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## EDUCATION [OFA HELP](#)

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

Check this box if you feel that you have the equivalent of a PhD. Explain your circumstances in the space provided for additional information on the Professional Background screen.

Date PhD received  /  /  (mm/dd/yyyy)

PhD major discipline

Title of doctoral dissertation

Name of dissertation supervisor

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

Select a degree

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

Master's degree major discipline

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

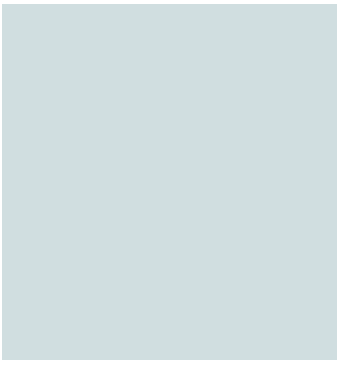
Date BA/BS received  /  (mm/yyyy)

BA/BS major discipline

List any additional degrees

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

Language	Reading	Speaking	Writing	Native Speaker	Heritage Speaker
<input type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<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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<input type="text"/>	* ▼	* ▼	* ▼	<input type="checkbox"/>	<input type="checkbox"/>
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<b>Log Off</b>		
	Rank/Title <input type="text" value="Select One"/> <i>(Please choose the most appropriate from the list. If you have no academic affiliation, please select "Independent Scholar")</i>	
	Discipline <input type="text"/> <i>(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 <b>only</b> the name of your discipline, not your professorial title.)</i>	
	Department <input type="text"/>	
	Institution <input type="text"/> <i>(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. <b>Use the full name, not an acronym or abbreviation.</b>)</i>	
	Date you began this position <input type="text"/> / <input type="text"/> <i>(mm/yyyy)</i>	
	Are you tenured? <input type="text" value="Select"/> If YES, when did your first tenured semester begin? <i>(mm/yyyy)</i> <input type="text"/> / <input type="text"/>	
	Second Institution <input type="text"/> <i>(if appropriate) (If you are currently affiliated with more than one institution, please list the second institution here.)</i>	
	Date you began this position <input type="text"/> / <input type="text"/> <i>(mm/yyyy)</i>	
	If your original tenure-granting institution is not your current affiliation, what was it? <input type="text"/> <b>(Use the full name, not an acronym or abbreviation.)</b>	
	<input type="button" value="SAVE"/>	

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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

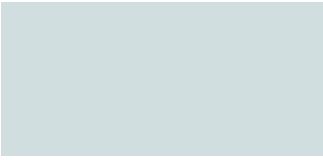
From  /  To  /

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 use this space to 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

Award

Award Type

From  /  To  /  Amount \$

Purpose

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Award Type

From  /  To  /  Amount \$

Purpose

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<b>Instructions</b>	<p>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.</p>
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<b>FAQ (technical support)</b>	
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Contact Information	
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<b>Research Project</b>	<p>Research Proposal Title <i>(Space is available for up to 250 characters, including spaces.)</i></p> <input data-bbox="500 814 1463 911" type="text"/>
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<b>Log Off</b>	
	<p>Research Proposal Abstract <i>(Space is available for up to 800 characters, including spaces.)</i></p> <input data-bbox="500 1058 1463 1304" type="text"/> <p>Optional: If there is a web page associated with your project, please provide the URL here:</p> <input data-bbox="500 1398 1339 1442" type="text"/> <p>Your proposal will be reviewed by scholars from a range of fields in the humanities and related social sciences whose expertise articulates with the areas of research and engagement targeted by this program. Use this space to make a concise case for the potential of the project for promoting the broader public understanding of the role of religion in international affairs. You should refrain from employing technical language specific to your discipline that may make this significance unclear to non-specialists. <i>(Space is available for up to 2000 characters, including spaces.)</i></p>

Please specify where you plan to spend your fellowship tenure. Your answer should be in the following format: semester/location. Fellowships may be taken up at any US-based college or university suitable for pursuing your project. Longer explanations of research plans should be included in your uploaded Statement of Interest 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

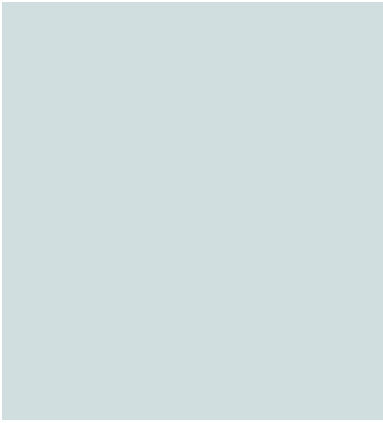
List any countries or geographical areas other than the US in which you have done research in the last five years.

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 Other, enter country

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.

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

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

**ACLS Affiliates**

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

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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# Luce/ACLS Program in Religion, Journalism & International Affairs Fellowships for Scholars

Deadline: October 24, 2018

**APPLICATION STATUS: IN PROCESS**

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Program Choice	REFERENCE LETTERS <a href="#">OFA HELP</a>
Description	
Eligibility	
Instructions	
FAQ (program)	
FAQ (technical support)	
Application Form	
Contact Information	
Education	
Current Position	
Professional Background	
Awards	
Research Project	
Administrative Information	
Reference Letters	<p><b>PLEASE NOTE:</b> 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.</p>
Proposal Upload	<p><b>Two letters of reference are required.</b></p>
Submit Application	<p><b>1. REFERENCE LETTERS.</b> 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. <a href="#">Why?</a></p>
View/Print Application	<p>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.</p>
Mac Users	<p><b>Letters of reference must be submitted online.</b> It is your responsibility to convey information about your proposal to your referees. After your referees have agreed to write on your behalf:</p>
Problem viewing PDF?	<ul style="list-style-type: none"><li>• Tell your referees to expect an email from ACLS.</li><li>• Make absolutely certain you have the correct email address for each referee.</li><li>• 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.</li><li>• Once you have entered the information and clicked the "send email" button, an email will be automatically generated with appropriate instructions to the referee.</li><li>• It is not necessary to enter all referees at the same time. You can return to this screen at any time to enter referees.</li><li>• Your referees will not receive an email to begin this process until you have entered the information and clicked the "send email" button.</li></ul>
Log Off	<p><b>No more than two letters of reference will be accepted.</b></p>
	<ul style="list-style-type: none"><li>• 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.</li><li>• <b>The first two reference letters submitted will be the letters on file in support of your application.</b> 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.</li></ul>

If you learn that your referee did not receive an email with instructions, enter the information again using the "Add Referee" link below to have the email sent again. (You will not be able to enter the information again, however, if the referee has begun your letter.)

**Letters of reference are due by the application deadline, 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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# Luce/ACLS Program in Religion, Journalism & International Affairs Fellowships for Scholars

Deadline: October 24, 2018

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Program Choice	PROPOSAL UPLOAD <a href="#">OFA HELP</a>
Description	
Eligibility	
Instructions	To complete your application package, in addition to the application form, you must upload the following items: 1) a proposal 2) a statement of interest 3) a bibliography 4) a publications list. <b>All four items should be collated to upload as one continuous document.</b>
FAQ (program)	
FAQ (technical support)	
Application Form	<b>1) PROPOSAL:</b>
Contact Information	In preparing this material, please keep in mind that the selection committee is multidisciplinary, 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.
Education	
Current Position	
Professional Background	<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, and describe progress already made on the project. The statement should also make clear the contributions the project will make to the field(s) it engages, as well as its significance in relation to the objectives of the fellowship program. Please title your proposal in a brief, descriptive way and label sections of your narrative as appropriate to assist readers.
Awards	
Research Project	
Administrative Information	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).
Reference Letters	
Proposal Upload	<b>The proposal must not exceed 5 double-spaced pages in Times New Roman 11-point font. You may, however, include up to 2 additional pages of images, musical scores, or other similar supporting non-text materials.</b>
Submit Application	
View/Print Application	
Mac Users	
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Log Off	
	<b>2) STATEMENT OF INTEREST:</b>
	In this statement, please describe briefly your interest in connecting your scholarly research to journalistic audiences and any steps you plan to take before, during, or after the fellowship year for this purpose. The statement must also include a rationale for the selected site of your fellowship year, in particular how the selected site will facilitate your planned research and media engagement.
	<b>The statement of interest must not exceed 2 double-spaced pages.</b>
	<b>3) BIBLIOGRAPHY:</b>
	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.
	<b>The bibliography must not exceed 2 pages,</b> and should be double-spaced between entries.
	<b>4) PUBLICATIONS LIST:</b>
	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.**

#### 5) DOCUMENT SPECIFICATIONS:

- All four 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.

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

Your items should be collated in this order—proposal, statement of interest, bibliography, publications 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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**FILE UPLOAD STATUS:**

**NOT UPLOADED**

UPLOAD FILE

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# Luce/ACLS Program in Religion, Journalism & International Affairs Fellowships for Scholars

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<b>Program Choice</b>	<b>SUBMIT APPLICATION</b> <a href="#">OFA HELP</a>
<b>Description</b>	
<b>Eligibility</b>	Before submitting your application, make sure you have
<b>Instructions</b>	
<b>FAQ (program)</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 (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	
Professional Background	
Awards	
Research Project	
Administrative Information	
Reference Letters	<b>*Please note</b> that, by the application deadline, you must complete the REFERENCE LETTERS section in addition to submitting your application.
	<b>An application that is submitted, but is not complete, will not be considered.</b> <b>An application that is complete, but is not submitted, will not be considered.</b>
	I have completed the application, and would like to <b>SUBMIT</b> it for ACLS consideration.
<b>Proposal Upload</b>	<input type="button" value="SUBMIT APPLICATION"/>
<b>Submit Application</b>	
<b>View/Print Application</b>	
<b>Mac Users</b>	
<b>Problem viewing PDF?</b>	
<b>Log Off</b>	

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