



# Mellon/ACLS Public Fellows

Deadline: March 14, 2018, 9PM (EDT)

**APPLICATION STATUS: IN PROCESS**

[NEXT](#) ▶

<b>Program Choice</b>
<b>Description</b>
<b>Eligibility</b>
<b>Instructions</b>
<b>FAQ (program)</b>
<b>FAQ (technical support)</b>
<b>Application Form</b>
Applicant Information
Education
Current Position
Professional Background
Statement of Interest
Administrative Information
<b>Document Upload</b>
<b>Reference Letters</b>
<b>View/Print Application</b>
<b>Submit Application</b>
<b>Mac Users</b>
<b>Problem viewing PDF?</b>
<b>Log Off</b>

## PROGRAM DESCRIPTION

### Mellon/ACLS Public Fellows

ACLS invites applications for the eighth competition of the Mellon/ACLS Public Fellows program. This year, the program will place up to 25 recent PhDs from the humanities and humanistic social sciences ([see note](#)) in two-year term staff positions at partnering organizations in government and the nonprofit sector. Fellows will participate in the substantive work of these organizations and receive professional mentoring. Fellows receive a stipend of \$67,500 per year, individual health insurance, a relocation allowance, and up to \$3,000 to be used toward professional development activities over the course of the fellowship term.

This initiative, made possible by a grant from The Andrew W. Mellon Foundation, aims to expand the role of doctoral education in the United States by demonstrating that the capacities developed in the advanced study of the humanities have wide application, both within and beyond the academy. The Mellon/ACLS Public Fellows program allows PhDs to gain valuable, career-building experience in fields such as public policy, development, conservation, arts and culture, and media.

ACLS seeks applications from recent PhDs who aspire to careers in administration, management, and public service by choice rather than circumstance. Competitive applicants will have been successful in both academic and extra-academic experiences.

### Applicants must:

1. possess US citizenship or permanent resident status;
2. have a PhD in the humanities or humanistic social sciences ([see note](#)) conferred between September 1, 2014 and June 22, 2018; and
3. defend and file/deposit their completed dissertations no later than April 6, 2018, and be prepared to verify this with official university documentation during the review and selection process.

Prospective applicants should read through all the fellowship positions listed below and choose the one position that best fits their career goals. (Applicants may apply to only one position.)

The deadline for submitted applications is **Wednesday, March 14, 2018, 9 pm EDT**.

### Applications must include:

- (1) completed application form;
- (2) 1 to 2-page cover letter tailored to a specific position and addressed to the host organization;
- (3) 1 to 2-page résumé; and
- (4) 2 reference letters.

Please note that finalists may be asked to provide institutional documentation of PhD conferral (or, if the degree has not yet been conferred, an institutional statement from the registrar attesting that the dissertation defense and deposit have been completed and confirming the degree conferral date).

**Only complete applications, submitted through the ACLS Online Fellowship Application system by the deadline, will be considered.**

### Selection Criteria

Applications will undergo ACLS's rigorous peer-review process. Applicants who advance to the finalist round of review may participate in interviews with ACLS staff and staff from the applicant's selected hosting organization. Reviewers will look for:

1. applicant's academic and extra-academic accomplishments and success;
2. demonstrated relationship between past experience and specified position, as well as overall fit for the position; and
3. demonstrated commitment to pursuing a career within the public and/or nonprofit sector.

Notification of application status will occur by email in late-May 2018.

### Participating Agencies and Positions

The PDFs of the full position descriptions, which include detailed information on the hosting organizations, the positions, and requisite qualifications, are available on the [ACLS website](#).

1. Center for Popular Democracy – Strategic Research Associate
2. Chemical Heritage Foundation (as of February 1, 2018, the institution will be known as Science History Institute) – Digital Engagement Manager
3. Chicago Council on Global Affairs – Research Associate, Global Cities
4. Consortium of Humanities Centers and Institutes – Global Programs Manager
5. Council of Independent Colleges – Development Officer
6. Environmental Law & Policy Center – Senior Research Analyst, Transportation Innovation
7. Innocence Project – Content Strategist
8. Lapham's Quarterly – Digital Producer
9. Los Angeles County Arts Commission – Cross Sector Analyst
10. Los Angeles Review of Books – Associate Executive Editor and Assistant Director, LARB Books
11. MinnPost – Audience Development and Engagement Manager
12. The Moth – Impact and Evaluation Officer
13. National Immigration Law Center – Research Program Manager
14. National Trust for Historic Preservation – Manager of Curatorial Innovation
15. Participatory Budgeting Project – Participation Design Strategist
16. PolicyLink – Associate, Equitable Economy Research
17. Public Radio International – Associate Editor, Global Nation
18. Race Forward – Narrative Impact Analyst
19. Rockefeller Archive Center – Outreach Program Manager
20. Smithsonian Cultural Rescue Initiative – Program Manager, Cultural Disaster Analysis
21. Smithsonian Institution Office of International Relations – Global Science Officer
22. Social Science Research Council – Program Officer, Media and Democracy Project
23. Stockholm Environment Institute – US Center – Climate Policy Associate
24. United Negro College Fund – Policy Analyst
25. United Neighborhood Houses – Policy Analyst

Applications for these positions are accepted solely through the Mellon/ACLS Public Fellows program. Only complete applications, submitted through the ACLS Online Fellowship Application system ([ofa.acls.org](http://ofa.acls.org)) by **Wednesday, March 14, 9 pm EDT**, will be considered.

**Do not contact any of the hosting organizations with questions.** Questions about the fellowship program can be directed in writing to [publicfellows@acls.org](mailto:publicfellows@acls.org) (no calls please), though we will not field questions about the positions or the organizations. Please carefully review the program information, the positions, the [sample application](#), and the [FAQ](#) before contacting ACLS.

**NOTE** The Mellon/ACLS Public Fellows program does not accept applications from candidates holding PhDs in the fields of business, public policy or public administration, education, clinical or counseling psychology, journalism, creative writing, library and information sciences, law, social work, social welfare, urban planning, public health, filmmaking, performing arts, or any field of pre-professional or applied study. A master's degree is not sufficient qualification for the program, even if it is the terminal degree in a field. For the purpose of this competition, the humanities and related social sciences include but are not limited to American studies; anthropology; archaeology; art and architectural history; classics; economics; ethnic studies; film; gender studies; geography; history; languages and literatures; legal studies; linguistics; musicology; philosophy; political science; psychology (excluding clinical or counseling psychology); religious studies; rhetoric, communication, and media studies; sociology; and theater, dance, and performance studies. PhDs in the social science fields listed above are eligible only if they employ predominantly humanistic approaches (e.g., economic history, law and literature, political philosophy, history of psychology). PhDs in interdisciplinary and cross-disciplinary humanistic studies are welcome. If your degree field is not listed above, and you have questions about your eligibility, please contact

[publicfellows@acsls.org](mailto:publicfellows@acsls.org). For more information, visit the [FAQ](#) page. [\[back to text\]](#)

Prospective applicants should read through all of the positions listed on the [ACLS website](#) before choosing one from the menu below. Once you select a position and click the Submit button you will not be able to alter your selection.

Position Selected for Application: **Lapham's Quarterly – Digital Producer**

---

[NEXT](#) ▶

SAMPLE



## Mellon/ACLS Public Fellows

Deadline: March 14, 2018, 9PM (EDT)

**APPLICATION STATUS: IN PROCESS**

[◀ BACK](#)

[NEXT ▶](#)

<b>Program Choice</b>
<b>Description</b>
<b>Eligibility</b>
<b>Instructions</b>
<b>FAQ (program)</b>
<b>FAQ (technical support)</b>
<b>Application Form</b>
Applicant Information
Education
Current Position
Professional Background
Statement of Interest
Administrative Information
<b>Document Upload</b>
<b>Reference Letters</b>
<b>View/Print Application</b>
<b>Submit Application</b>
Mac Users
Problem viewing PDF?
Log Off

### ELIGIBILITY

Applicants must:

1. possess US citizenship or permanent resident status;
2. have a PhD in the humanities or humanistic social sciences conferred between September 1, 2014 and June 22, 2018; and
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[◀ BACK](#)

[NEXT ▶](#)



## Mellon/ACLS Public Fellows

Deadline: March 14, 2018, 9PM (EDT)

**APPLICATION STATUS: IN PROCESS**

[BACK](#)

[NEXT](#)

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ (program)
- FAQ (technical support)
- Application Form
- Applicant Information**
- Education
- Current Position
- Professional Background
- Statement of Interest
- Administrative Information
- Document Upload
- Reference Letters
- View/Print Application
- Submit Application
- Mac Users
- Problem viewing PDF?
- Log Off

### APPLICANT INFORMATION

[OFA HELP](#)

Salutation **Dr.**

First Name **Jane**

Middle Name/Initial

Last Name **Doe**

Suffix

If any part of your name appears incorrectly above please contact us at [ofahelp@acsl.org](mailto:ofahelp@acsl.org) to correct the error(s).

Primary email address (should be valid through December 2018)

Date of birth / / (mm/dd/yyyy)

Gender

Citizenship **United States**

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

### Office 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 ( ) - , ext .

Telephone (IF NOT U.S.)

Fax (     )     -

**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.)

Fax (     )     -

Which is your preferred mailing address?     Select

***(Be sure to indicate your preferred mailing address as any paperwork will be sent there.)***

[◀ BACK](#)

[NEXT ▶](#)



## Mellon/ACLS Public Fellows

Deadline: March 14, 2018, 9PM (EDT)

**APPLICATION STATUS: IN PROCESS**

[BACK](#)

[NEXT](#)

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ (program)
- FAQ (technical support)
- Application Form**
  - Applicant Information
  - Education**
  - Current Position
  - Professional Background
  - Statement of Interest
  - Administrative Information
- Document Upload
- Reference Letters
- View/Print Application
- Submit Application
- Mac Users
- Problem viewing PDF?
- Log Off

### 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 of PhD conferral / / (mm/dd/yyyy)

Date dissertation filed/deposited / / (mm/dd/yyyy)

PhD discipline

Title of doctoral dissertation

Name of dissertation supervisor

Master's degree received from *(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 *(Use the full name, not an acronym or abbreviation.)*

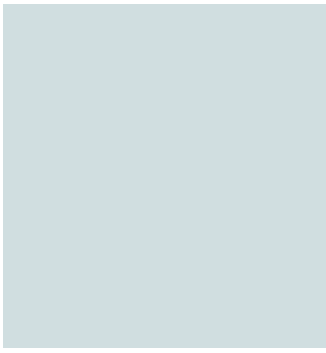
Date BA/BS received / (mm/yyyy)

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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[◀ BACK](#)

American Council of Learned Societies

[NEXT ▶](#)

Version 3.6c - 2017 [Back to Top](#)

SAMPLE





## Mellon/ACLS Public Fellows

Deadline: March 14, 2018, 9PM (EDT)

**APPLICATION STATUS: IN PROCESS**

[BACK](#)

[NEXT](#)

Program Choice	CURRENT POSITION	<a href="#">OFA HELP</a>
Description		
Eligibility		
Instructions		
FAQ (program)		
FAQ (technical support)		
<b>Application Form</b>		
Applicant Information		
Education		
<b>Current Position</b>		
Professional Background		
Statement of Interest		
Administrative Information		
<b>Document Upload</b>		
Reference Letters		
View/Print Application		
Submit Application		
Mac Users		
Problem viewing PDF?		
Log Off		
	<p>Position Nonacademic / Other</p> <p>If "Nonacademic / Other", please specify:</p> <p>If you hold an academic position, please select an institution and specify the department:</p> <p>Institution</p> <p><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. Use the full name, not an acronym or abbreviation.)</i></p> <p>Department</p>	

[BACK](#)

[NEXT](#)



## Mellon/ACLS Public Fellows

Deadline: March 14, 2018, 9PM (EDT)

**APPLICATION STATUS: IN PROCESS**

[BACK](#)

[NEXT](#)

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ (program)
- FAQ (technical support)
- Application Form**
  - Applicant Information
  - Education
  - Current Position
  - Professional Background**
  - Statement of Interest
  - Administrative Information
- Document Upload
- Reference Letters
- View/Print Application
- Submit Application
- Mac Users
- Problem viewing PDF?
- Log Off

### PROFESSIONAL BACKGROUND [OFA HELP](#)

List positions held (professional, teaching, administrative, curatorial) since college graduation, beginning with your current position. Give the name of the institution/employer, 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

Position

From / To /

Description

Institution/Employer

Position

From / To /

Description

Institution/Employer

Position

From / To /

Description

Institution/Employer

Position

From / To /

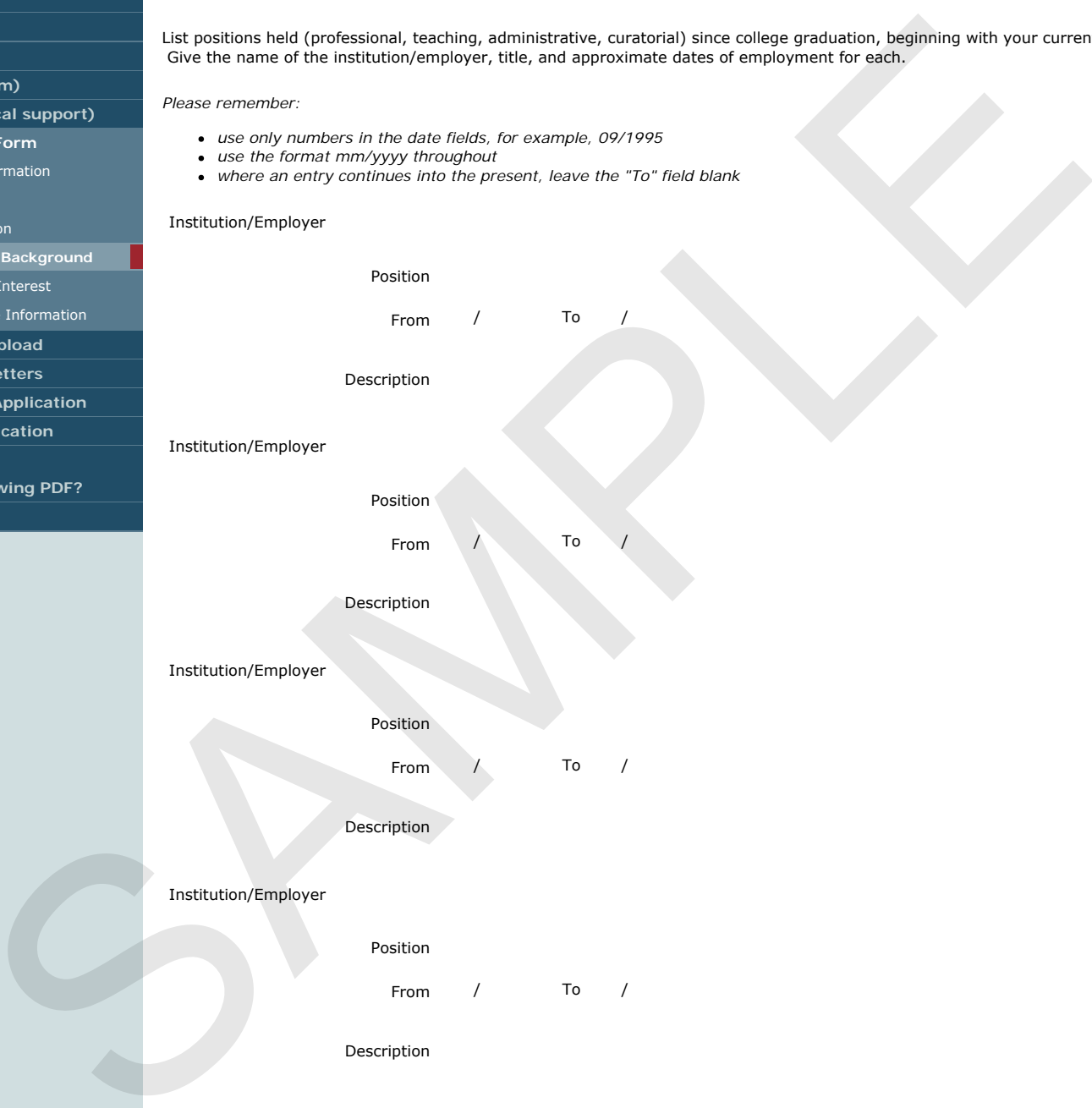
Description

Institution/Employer

Position

From / To /

Description





[◀ BACK](#)

American Council of Learned Societies

[NEXT ▶](#)

Version 3.6c - 2017 [Back to Top](#)

SAMPLE



## Mellon/ACLS Public Fellows

Deadline: March 14, 2018, 9PM (EDT)

**APPLICATION STATUS: IN PROCESS**

[◀ BACK](#)

[NEXT ▶](#)

Program Choice
Description
Eligibility
Instructions
FAQ (program)
FAQ (technical support)
<b>Application Form</b>
Applicant Information
Education
Current Position
Professional Background
<b>Statement of Interest</b>
Administrative Information
Document Upload
Reference Letters
View/Print Application
Submit Application
Mac Users
Problem viewing PDF?
Log Off

### STATEMENT OF INTEREST

[OFA HELP](#)

The Mellon/ACLS Public Fellows program aims to demonstrate that the capacities developed in the advanced study of the humanities have wide application, both within and beyond the academy, and to give recent PhDs the opportunity to gain valuable, career-building experience in administration, management, and public service. Use this space to explain your interest in this fellowship program. Your response will be read by peer reviewers, who have both advanced training in the humanities and non-academic career experience, as well as by host organization staff.

*(Space is available for up to 1500 characters, including spaces.)*

[◀ BACK](#)

[NEXT ▶](#)



# Mellon/ACLS Public Fellows

Deadline: March 14, 2018, 9PM (EDT)

**APPLICATION STATUS: IN PROCESS**

[BACK](#)

[NEXT](#)

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ (program)
- FAQ (technical support)
- Application Form**
  - Applicant Information
  - Education
  - Current Position
  - Professional Background
  - Statement of Interest
  - Administrative Information**
- Document Upload
- Reference Letters
- View/Print Application
- Submit Application
- Mac Users
- Problem viewing PDF?
- Log Off

## ADMINISTRATIVE INFORMATION [OFA HELP](#)

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

List any pending employment applications (jobs and post-doctoral fellowships you applied for). You can list up to eight. Please list any for which you have advanced to subsequent hiring stages and/or the eight that you feel are most representative of your current career ambitions.

Position

Institution/Employer

Application Date / (mm/yyyy)

Remarks

[Add Record](#)

Please indicate your second-choice position offered through the Public Fellows program. This information helps ACLS plan future competitions and will not be shared with your chosen host organization.

The Moth – Impact and Evaluation Officer

With which group(s) do you most identify?

White (not of Hispanic origin)

Black (not of Hispanic origin)

Hispanic or Latino

American Indian or Alaskan Native

Asian

Native Hawaiian or other Pacific Islander

Other

1. How did you learn about the Mellon/ACLS Public Fellows Program? **(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 History	Metaphysical Society of America	World History 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



# Mellon/ACLS Public Fellows

Deadline: March 14, 2018, 9PM (EDT)

**APPLICATION STATUS: IN PROCESS**

[◀ BACK](#)

[NEXT ▶](#)

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ (program)
- FAQ (technical support)
- Application Form**
  - Applicant Information
  - Education
  - Current Position
  - Professional Background
  - Statement of Interest
  - Administrative Information
- Document Upload**
- Reference Letters
- View/Print Application
- Submit Application
- Mac Users
- Problem viewing PDF?
- Log Off

## DOCUMENT UPLOAD

[OFA HELP](#)

To complete your application package, in addition to the application form, you must upload the following items: 1) cover letter, and 2) résumé.

### 1) COVER LETTER:

The cover letter must be tailored to a specific position and addressed to the host organization. The cover letter should have one-inch margins on all sides and should not exceed two pages in Times New Roman 11-point font.

### 2) RÉSUMÉ:

The résumé may be no more than two pages in length. Please note that we request a résumé, which is not the same as a curriculum vitae.

**Documents must adhere to the stated specifications. Applications that exceed the page limits will not be reviewed.**

### 3) DOCUMENT SPECIFICATIONS:

- Each document may not exceed two pages. Your cover letter must have one-inch margins on all sides and use Times New Roman 11-point font.
- There is a 3 MB limit on the size of your upload. This means that the combined size of the uploaded files 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 you have difficulty with your uploads, contact OFA HELP.

### 4) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

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

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

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



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

Mac Users:  
[Problems viewing PDF?](#)

**FILE UPLOAD STATUS:**

*Cover Letter* **FILE UPLOADED**  
[\[2018 MellonACLS Public Fellows competition.pdf\]](#) ON  
1/23/2018 9:57:08 AM

*Résumé* **NOT UPLOADED**

[◀ BACK](#)

American Council of Learned Societies

[NEXT ▶](#)

Version 3.6c - 2017 [Back to Top](#)

SAMPLE



# Mellon/ACLS Public Fellows

Deadline: March 14, 2018, 9PM (EDT)

**APPLICATION STATUS: IN PROCESS**

[BACK](#)

[NEXT](#)

- Program Choice
- Description
- Eligibility
- Instructions
- FAQ (program)
- FAQ (technical support)
- Application Form
  - Applicant Information
  - Education
  - Current Position
  - Professional Background
  - Statement of Interest
  - Administrative Information
- Document Upload
- Reference Letters**
- View/Print Application
- Submit Application
- Mac Users
- Problem viewing PDF?
- Log Off

## REFERENCE LETTERS

[OFA HELP](#)

**You MUST ENTER YOUR REFEREES on the Reference Letters page BEFORE they can log in to use the online references system. Your referees will not be able 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. We do not accept letters from dossier services such as Interfolio.**

**Two letters of reference are required.** You should request letters of reference from those persons who can best speak to your candidacy for the Mellon/ACLS Public Fellows program and for the position for which you are applying. These persons may or may not be people you've worked with during your graduate studies and are not required to be academics. Rather than a standard academic reference letter (though the letter can address your academic accomplishments), a successful letter should make a convincing case for your particular abilities and experiences and their relevance to the position for which you have chosen to apply.

**Letters of reference must be submitted online by March 14, 2018.** After your referees have agreed to write on your behalf:

- Tell your referees to expect an email from ACLS.
- Make absolutely certain you have their correct email addresses.
- 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.
- 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.)

**It is your responsibility to check online to see whether letters have been submitted.** The system will accept a letter after the deadline but that letter will most likely not be added to your application due to the fast-moving timeline of this program.

**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				



[◀ BACK](#)

American Council of Learned Societies

[NEXT ▶](#)

Version 3.6c - 2017 [Back to Top](#)

SAMPLE



## Mellon/ACLS Public Fellows

Deadline: March 14, 2018, 9PM (EDT)

**APPLICATION STATUS: IN PROCESS**

[BACK](#)

Program Choice	SUBMIT APPLICATION	<a href="#">OFA HELP</a>
Description		
Eligibility		
Instructions	<p>Before submitting your application, make sure you have</p>	
FAQ (program)		
FAQ (technical support)	<ul style="list-style-type: none"> <li>• answered all required questions</li> <li>• completed and <b>saved</b> all screens</li> <li>• uploaded successfully all required documents</li> </ul>	
<b>Application Form</b>		
Applicant Information		
Education	<p>We suggest that you <a href="#">view and/or print your application</a> one last time before submitting it since <b>no revisions are allowed after submission</b>. Your <a href="#">view/print</a> copy should include your uploaded document. If it does not, click the OFA HELP button above for assistance.</p>	
Current Position		
Professional Background	<p><b>*Please note</b> that, by the application deadline, you must complete the REFERENCE LETTER section in addition to submitting your application.</p>	
Statement of Interest	<p><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></p>	
Administrative Information		
<b>Document Upload</b>		
Reference Letters		
View/Print Application		
<b>Submit Application</b>	<p>I have completed the application, and would like to <b>SUBMIT</b> it for ACLS consideration.</p>	
Mac Users		
Problem viewing PDF?		
Log Off		

[BACK](#)