



Sample Application

What follows is a sample of an application for the Robert H.N. Ho Family Foundation Research Fellowship in Buddhist Studies. It is for informational purposes only.

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



The Robert H. N. Ho Family Foundation Research Fellowships in Buddhist Studies

Program Description

Welcome to the online application for The Robert H. N. Ho Family Foundation Program in Buddhist Studies - Research Fellowships.

The Robert H. N. Ho Family Foundation Research Fellowships in Buddhist Studies offer support for research and writing in Buddhist studies for scholars who hold a PhD degree, with no restrictions on time from the PhD.

These fellowships provide scholars time free from teaching and other responsibilities to devote full-time to research and writing on the project proposed. The fellowship period can last up to nine months, during which time no teaching, commissioned research on other topics, or administrative duties are allowed. The fellowship can be separated into two periods, each of which must be a minimum of three months. If the entire duration is less than a total of nine months (minimum of six months), the stipend will be prorated. The maximum amount awarded is \$70,000.

There are no restrictions as to the location of the work conducted. Applicants must identify a significant scholarly product (monograph, series of journal articles, etc.) that will result from the fellowship. They will be asked for a final report at the end of the fellowship tenure describing progress made, and will be asked to report on the products resulting from it when they are published.

By accepting a stipend, the Fellow confirms that she/he has been officially released from teaching, commissioned research, or other employment during the entire fellowship period.

A Research Fellowship might be held concurrently with other fellowships and grants and any sabbatical pay, but the total received cannot exceed 125% of the Fellow's academic annual salary. There is no additional financial support for dependents.

Tenure of the fellowship might begin no earlier than July 1, 2020, and must conclude by June 30, 2022.

All topics, periods, and approaches in Buddhist studies are welcome. This is a global competition. There are no restrictions as to the location of the university that has granted the degree or the university of current employment, or to the citizenship of the applicant.

ELIGIBILITY

- Applicants must have a PhD degree conferred by an accredited university. (An established scholar who can demonstrate the equivalent of the PhD in publications and professional experience might also qualify.)
- The PhD degree must be completed by November 13, 2019 (including defense and revisions) and be conferred by May 31, 2020. (If the date of conferral is after the application deadline, the application must include an institutional statement attesting that all requirements for the PhD have been fulfilled. Successful applicants will be asked to submit proof of conferral before being named Fellows.)
- A scholarly product must be proposed, to be written in any language.
- The application must be written in English by the applicant.
- There are no restrictions as to the location of work proposed, or the citizenship/residence of applicants.

SELECTION CRITERIA

Applications will be evaluated on the basis of

- Significance of the topic and its potential contribution to Buddhist studies
- Coherence and cogency of presentation
- Feasibility of the plan of work
- Record of the applicant's previous accomplishments

INSTRUCTIONS TO THE APPLICANT

Before beginning your application, you will be asked question(s) designed to determine preliminary eligibility for this program. Once you have answered the basic eligibility question(s), 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 Standard Time, November 13, 2019. Notifications will be sent by May 2020.

The application consists of the following elements:

- Completed application form submitted through the Online Fellowship Application system
- Application essay (no more than 5 double-spaced pages in Times New Roman 11-point font)

- Up to 2 additional pages of images, musical scores, or other similar supporting non-text materials [Optional]
- Project bibliography (no more than 2 pages, double-spaced between entries)
- Applicant's statement (no more than 1 page, single or double-spaced, in Times New Roman 11-point font) describing the intellectual trajectory and experiences that brought the applicant to the current stage of academic career and that motivate plans for the future. This statement might be used to provide information about the candidate not conveyed elsewhere in this application.
- List of the applicant's publications (no more than 2 pages, double-spaced between entries)
- Three letters of reference
- Institutional statement (required only for applicants whose PhD will be conferred after the application deadline). A letter from the applicant's institution (preferably from the applicant's chair or dean) attesting that the applicant will have completed all requirements for the PhD, including defense and revisions, by November 13, 2019, and that the PhD degree will be conferred by May 31, 2020. No award will be made without confirmation of receipt of the PhD degree.

Continue



Eligibility

Eligibility Check

1. Do you have a PhD degree officially conferred by an accredited university? (An established scholar who can demonstrate the equivalent of the PhD in publications and professional experience may also qualify.)

Yes No

Note: Your PhD [including defense and revisions] must be completed by November 13, 2019, and conferred no later than May 31, 2020.

[Continue](#)



Eligibility Confirmation

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

[Continue](#)

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Continue



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[Continue](#)



Instructions

Instructions

You may make as many visits to your application as you wish, and revise any information in your application until it has been submitted. In order to be considered, your application must be complete and in SUBMITTED status at **9 pm, EASTERN STANDARD TIME, November 13, 2019. You must complete the REFERENCE LETTERS section by this time; your letter writers will have until November 20, 2019, to submit their letters.**

This application consists of three parts: the application form itself, the uploaded documents (see PROPOSAL UPLOAD), and reference letters (see REFERENCE LETTERS).

BEFORE BEGINNING the application form, please read the Instructions regarding the PROPOSAL UPLOAD and the REFERENCE LETTERS, as well as the following technical instructions.

A. HOW TO SAVE AND SUBMIT YOUR DATA.

1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the menu on the left to navigate between screens or the "SAVE AND CONTINUE" button at the bottom of each screen to take you to the next application screen.
2. You must **SAVE each time you leave a screen**. If you do not click on SAVE, anything entered since you last hit SAVE on that screen will be lost. (Any work from a previous session will be retained, but any new entries will be lost.) The SAVE button is on the bottom of your screen.
3. You may work on your application in as many sessions as you wish, and the status of your application will be **IN PROCESS** until you submit it. Once you are satisfied that your application is complete, you must go to the SUBMIT APPLICATION screen and select **SUBMIT APPLICATION**. Once your application has been SUBMITTED, it cannot revert to IN PROCESS status.
4. When you have completed your application, pause to check it one last time. We strongly suggest that you print and read your application before submitting it, so that you can be

sure there are no further revisions you wish to make. Your print copy should include your uploaded document.

5. Your application status bar must show SUBMITTED at 9 pm, Eastern Standard Time, November 13, 2019, in order for it to be considered. ACLS will take no responsibility for applications that are not in SUBMITTED status at the deadline. **Once your application has been SUBMITTED, even if it was submitted before the final deadline, no changes will be permitted.**
6. We strongly urge you to print out and save a copy of the final version of your SUBMITTED application. Your print copy should include your uploaded document. You can print your application until January 15, 2020.

B. HOW TO ENTER DATA.

1. You may begin completing the application at any section.
2. What you type into the form is exactly what will be seen by our reviewers. Therefore, please fill out the form carefully, paying attention to spelling, punctuation, grammar, and case. (For instance, do not use all caps.)
3. Text boxes will hold only a limited amount of text. Where longer answers are permitted, the number of available characters will normally be indicated. We suggest that you type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit: excess text may appear on the screen but will not print and will not be visible to reviewers. Examine your print application to be sure your response is complete.
4. Dates should always be entered in the format mm/yyyy or mm/dd/yyyy where indicated. Where an entry continues into the present, please simply leave the ending date blank (mm/yyyy - [blank]).
5. Begin typing all answers at the extreme left hand side of the response area or box; do not leave a space or indent at the beginning of your answer.
6. In all dollar amount fields, use only digits. Please do not use the dollar sign or commas. Please list all amounts (salary, awards, budget requests) in US Dollars. Use the exchange rate at the time of the application.

C. HOW TO GET HELP.

1. If you have questions about the application process, please consult FAQ (<http://www.acls.org/programs/fellowships-faq/buddhiststudies/>). 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@acsl.org (mailto:ofahelp@acsl.org) with questions. (Please use the "OFA HELP" link instead if possible.)

Good luck with your application!

Continue

SAMPLE



Technical Support FAQ

Q: My name does not appear correctly in the application form and/or my web browser seems to have autofilled the wrong field for my name. How do I fix it?

A: Within the application portal, click on "Account Information" in the left menu. You may edit your name, password, security question, etc.

Q: I started an application, but no longer wish to apply. How do I cancel my application?

A: If you have not submitted your application, there is nothing further you need to do. If you entered referees, please let them know to ignore the email with instructions to upload their letters. If you submitted your application already, email ofahelp@acsls.org (<mailto:ofahelp@acsls.org>) and a staff person will make sure that your application is not processed.

Q: Are the page-limit requirements for uploaded documents strictly enforced? Will my application be considered if I exceed the page limits?

A: We are strict about the page limits for all uploaded documents. Documents must adhere to the page limits and formatting requirements to be reviewed. You should therefore be sure to check that your uploaded document(s) does not exceed the limits and edit as necessary.

Q: My proposal document looked fine on my computer, but after I uploaded it all the formatting has changed and made it difficult to read. Why did this happen and how can I fix it? Will this affect the review of my application?

A: Our system converts your uploaded document to Adobe™ Portable Document Format (PDF). Slight variations in formatting are a by-product of the conversion process. Our reviewers are aware of this, and slight irregularities will not affect the review of your application. To avoid problems in the conversion process, you should use simple formatting insofar as possible. You can check your original document as follows:

- Using the "show formatting" function in your document editing software, look for formatting that might have created problems, such as hard returns at the end of each line, text included in tables, diacritical marks, footnotes or endnotes, unnecessary page or section breaks, etc.
- Delete unnecessary formatting and try uploading your document again. If you continue to have problems and feel that your document is difficult to read, contact ofahelp@acsls.org

(mailto:ofahelp@acl.org) for assistance.

Q: My proposal includes non-English language characters. Will the system support these?

A: The PDF conversion software used by ACLS does not support all non-English language characters. If your proposal includes such characters, please view the PDF after uploading to be sure the characters appear properly. You can convert your document to PDF and upload again if you have access to Adobe Acrobat™ (the PDF-creation software, not Acrobat Reader™) or any other conversion software which better supports non-English language characters.

Q: There is some formatting that I feel is essential to my proposal (for example, diacritical marks or footnotes) but that seems to cause problems in the converted document. What can I do?

A: If you are unable to resolve the formatting problems, try converting your document to PDF and uploading it again. (See above.)

Q: I added page numbers to my proposal document, but when I view the uploaded document the formatting has changed.

A: We recommend that you use the "header/footer" function for page numbering. If you have tried this and the formatting still does not work, you may omit page numbering.

Q: I uploaded my narrative statement, bibliography, and publications list onto the application form, but when I went to print out my application, only my bibliography showed up on the PDF document. Did the other documents ever get uploaded, or do I need to try again?

A: For most applications the components of your upload (proposal, bibliography, publications list, etc.) should be collated to upload as one continuous document. If you try to upload separate documents, each will replace the one previously uploaded. Please combine the separate documents into one document, and then upload again. Note, however, that some programs require more than one upload, so be sure to read each program's instructions carefully.

Q: I uploaded the file of my project proposal yesterday but the website is not showing that it has been successfully uploaded. The following message is displayed on the screen: FILE BEING PROCESSED. Should I try to upload it again?

A: First try refreshing the page. If your document has been uploaded, the file name should appear under "FILE UPLOADED" as a link in red. You can confirm that the file has uploaded successfully by clicking on that red link and viewing your file. If the link does not appear in red, then try uploading your document again. If it fails to upload the second time, our system may be having difficulty converting your document. Contact ofahelp@acl.org (mailto:ofahelp@acl.org) and attach a copy of your document; if necessary, we will manually convert it for you.

Q: I would like to upload a new version of my proposal and delete the old one. Can I do that?

A: As long as your application remains "In Process," you may upload new/revised versions of

documents simply by repeating the upload process and selecting the document you wish to upload. (It does not matter if it has the same or a different file name.) When you click "Upload File," the new document version will be uploaded and the old version will be erased.

Q: I cannot print my application. When I click the View/Print Application button, the PDF document comes up on the screen, but when I try to print it I get a message saying it cannot print.

A: There may be an issue with the computer you are using. Please try another computer or make sure that you have the latest version of Adobe Acrobat Reader™ or other PDF-viewing software/browser plug-ins installed. (This software is required for viewing PDF files and is available free of charge.)

Q: I submitted my application unintentionally and/or wish to go back and correct or add to what I entered, but the system will not let me. What do I do?

A: As long as the application deadline has not yet passed, you mail email ofahelp@acsls.org (mailto:ofahelp@acsls.org) and a staff person will be able to "un-submit" your application so you can continue to work on it. Please do not forget to submit it (again) when you are done.

SAMPLE



Contact Information

Contact Information

Salutation

Professor

First Name

Charles

Middle Name/Initial

Last Name

Xavier

Suffix

Primary Email Address

ryanjcuthbert@gmail.com

(should be valid through May 2020)

Office Information

Office Address

City

State

Select One ▼

(IF NOT U.S.)

Zip/Postal Code

(if using a ZIP-plus-4 code, please include hyphen)

Country

(IF NOT U.S.)


Telephone

() - , ext.

(IF NOT U.S.)

Fax

() -

 Home Information

Home Address

City

State

(IF NOT U.S.)

Zip/Postal Code

(if using a ZIP-plus-4 code, please include hyphen)

Country

(IF NOT U.S.)

Telephone

 - , ext.

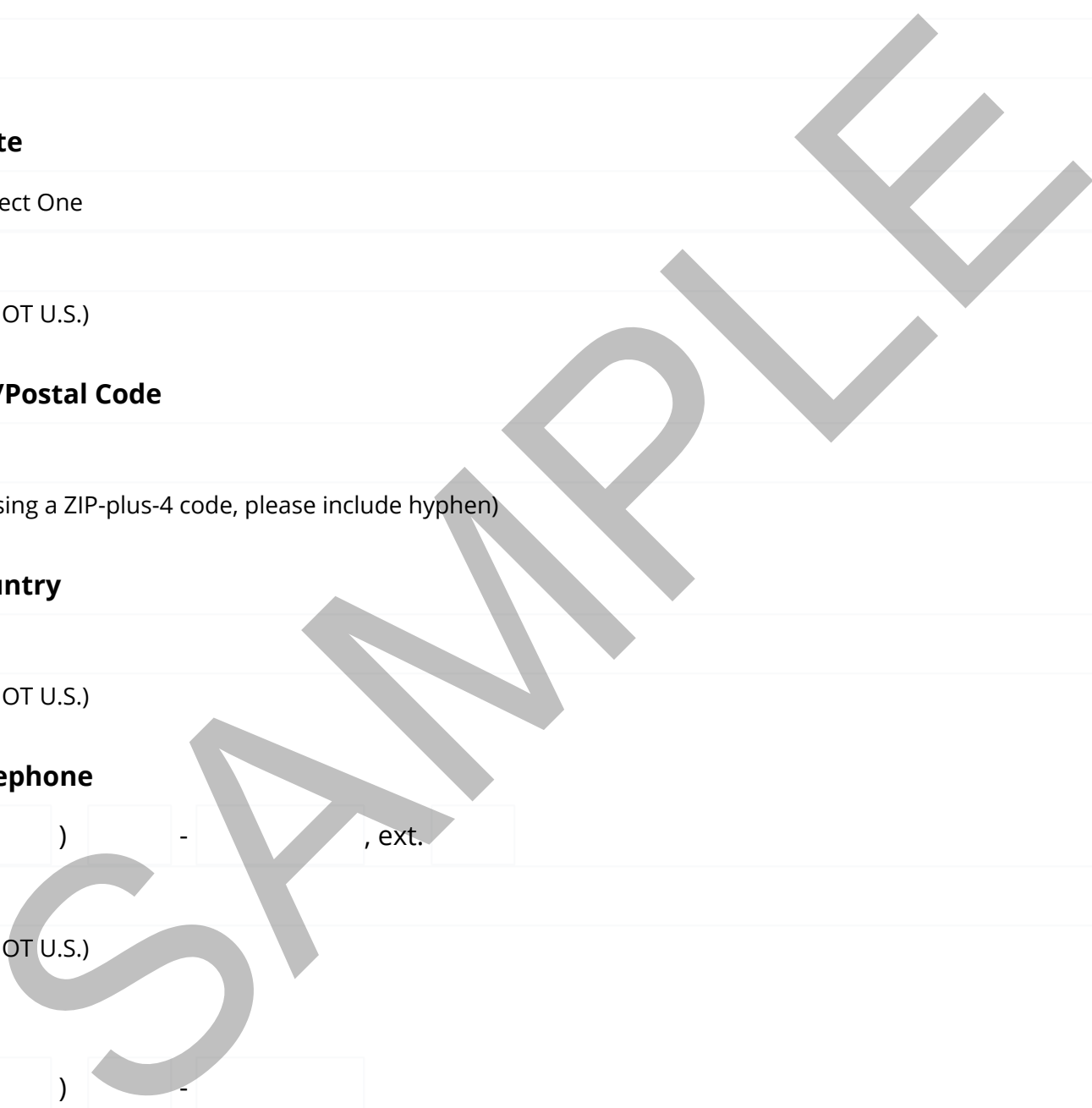
(IF NOT U.S.)

Fax

 -

Which is your preferred mailing address?

(Be sure to indicate your preferred mailing address.)



Save

Save and Continue

SAMPLE



Education

 PhD

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. If your institution is not listed please spell out the full name in the space provided.**)

Date PhD completed/conferred

 / /

(mm/dd/yyyy)

PhD major discipline

Title of doctoral dissertation

(150 max character limit: *character count = 0*)

Name of dissertation supervisor

 Master's Degree

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 degree received

 /

(mm/yyyy)

Master's degree major discipline

 BA/BS

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.**)

Date received

 /


(mm/yyyy)

BA/BS major discipline

 Other Degrees

List any additional degrees

(150 max character limit: *character count = 0*)

 Languages

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

If there are other aspects of your language background that you would like the Committee to consider, please so indicate.

(500 max character limit: *character count = 0*)

Save

Save and Continue

SAMPLE



Current Position

Current Position

Rank/Title

Select One 

(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. If your institution is not listed please spell out the full name in the space provided.**)

Date you began this position

/

(mm/yyyy)

Are you tenured?

Select ▼

**Second Institution
(if appropriate)**

(If you are currently affiliated with more than one institution, please list the second institution here.)

Date you began this position

 /

(mm/yyyy)

If you do not hold an academic appointment, what is your current position?

(150 max character limit: *character count = 0*)

Save Save and Continue



Professional Background

Positions Held

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

Institution/Employer

Title

From

 /

To

 /

Institution/Employer

Title

From

 /

To

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Institution/Employer

Title

From

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To

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Institution/Employer

SAMPLE

Title

From

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To

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Institution/Employer

Title


From

 /

To

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SAMPLE

 PhD Equivalent

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. Applicants may also provide additional relevant information (qualifications or service work not listed elsewhere) that might help reviewers better understand their professional background.

(800 max character limit: *character count = 0*)

Save

Save and Continue

SAMPLE



Awards

Awards

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

Award

Award Type

From

 /

To

 /

Amount

Purpose

Award

Award Type

Select One ▼

From

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To

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Amount

Purpose

Award

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Award

Award Type

Select One ▼

From

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To

/

Amount

Purpose

SAMPLE

Save

Save and Continue

SAMPLE



Research Project

Research Project

In the text boxes below, please type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit. Excess text may appear on the screen but will not print and will not be visible to reviewers. Examine your print application to be sure your responses are complete.

Do not use hard returns.

Research Proposal Title

(250 max character limit: *character count = 0*)

Research Proposal Abstract

(800 max character limit: *character count = 0*)

If there is a web page associated with your project, please provide the URL here:

(Optional)

For the purpose of this competition, the field of **Buddhist studies** is defined broadly to include many academic disciplines and specializations. Applications may relate to such fields as history, philology, philosophy, and studies of religion, and they may engage Buddhist traditions and/or contemporary developments.

For the benefit of the international panel of scholars who will review your application, please state how your project is significant for the broad range of scholarship on Buddhism and any of its specific fields.

Significance of your project

(2000 max character limit: *character count = 0*)

Proposed dates of fellowship tenure:

From:

 / /

(mm/dd/yyyy)

To:

 / /

(mm/dd/yyyy)

 Countries or Geographical Areas

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

1.

Select One



2.

Select One



3.

Select One



4.

Select One



Other

 Countries or Geographical Areas - Research Completed

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

1.

Select One



2.

Select One



3.

Select One



Other

 Disciplinary Areas

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



Save

Save and Continue

SAMPLE



Administrative Information

Administrative Information

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

Current salary

(Please approximate in U.S. dollars, per year. Do not add benefits or summer salary).

What is your country of citizenship?

Sources of Support - Confirmed

List other sources of support, for example, sabbatical salary, other fellowships and grants, **ALREADY CONFIRMED** in connection with your proposed research project. Also indicate the approximate amount of funding and period of support. Please approximate in U.S. dollars.

Source

From

 /

To

 /

Amount

Source

From

 /

To

 /

Amount

Source

From

 /

To

 /

Amount

SAMPLE

 Sources of Support - Applying

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** **Statistical Purposes Only**

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?**

- Caucasian (not of Hispanic origin)
- Black/African (not of Hispanic origin)
- Hispanic or Latin X
- Native American or Alaskan Native
- Asian
- Native Hawaiian or other Pacific Islander

Other:

 **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 Academy of Arts and Sciences
- American Academy of Religion
- American Anthropological Association
- American Antiquarian Society
- American Association for the History of Medicine
- American Association of Geographers
- American Comparative Literature Association
- American Dialect Society
- American Economic Association
- American Folklore Society
- American Historical Association
- American Musicological Society
- American Numismatic Society
- American Oriental Society
- American Philosophical Association

- American Philosophical 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
- American Society of Comparative Law
- American Society of International Law
- American Sociological Association
- American Studies Association
- Archaeological Institute of America
- Association for Asian Studies
- Association for Jewish Studies
- Association for Slavic, East European, and Eurasian Studies
- Association for the Advancement of Baltic Studies
- Association of American Law Schools
- Austrian Studies Association
- Bibliographical Society of America
- College Art Association
- College Forum of the National Council of Teachers of English
- Dictionary Society of North America
- Economic History Association
- German Studies Association
- Hispanic Society of America
- History of Science Society
- International Center of Medieval Art
- Latin American Studies Association
- Law and Society Association
- Linguistic Society of America
- Medieval Academy of America
- Metaphysical Society of America
- Middle East Studies Association of North America
- Modern Language Association of America
- National Communication Association
- National Council on Public History
- North American Conference on British Studies
- Oral History Association

- Organization of American Historians
- Renaissance Society of America
- Rhetoric Society of America
- Shakespeare Association of America
- Sixteenth Century Society and Conference
- Society for American Music
- Society for Cinema and Media Studies
- Society for Classical Studies
- Society for Ethnomusicology
- Society for French Historical Studies
- Society for Military 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 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 Community College Faculty Fellowship
- Mellon/ACLS Dissertation Completion Fellowship
- Mellon/ACLS Public Fellows
- Mellon/ACLS Scholars & Society Fellowship
- The Robert H. N. Ho Family Foundation Program in Buddhist Studies
- African Humanities Program
- CCK Comparative Perspectives on Chinese Culture and Society

Save**Save and Continue**



Reference Letters

Reference Letters

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 and to your proposed host.

Three letters of reference are required. Referees should be scholars knowledgeable about your professional and/or academic experience, expert in the subject matter, and able to judge your work objectively. At least one of the referees should be from outside of your home institution. These reference reports are confidential, for the use of review and selection panels only, and will not be made available to the applicant. (We do not accept letters from dossier services such as Interfolio.)

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.

No more than three letters of reference will be accepted.

- Enter only three referees. It is possible to enter additional referees, but you should do this only if you learn that a referee is unable to complete the promised letter.

- **The first three reference letters submitted will be the letters on file in support of your application.** Once three reference 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, 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 the general and specific field(s) to which it relates.

Institutional Statement (required only for applicants whose PhD degree will be conferred after the application deadline). The provided form asks the institutional representative (the applicant's department chair, dean, or another appropriate institutional representative) to confirm that the applicant will have completed all requirements for the PhD, including defense and revisions, by November 13, 2019 and that the PhD degree will be conferred by May 31, 2020.

Letters of reference and the institutional statement are due by November 20, 2019. It is your responsibility to check online to see whether letters have been submitted.

The system will continue to accept reference letters and the institutional statement 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 might 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.

No recommenders entered. Click the "Add Recommender" button to request a letter.

[Add Recommender](#) [Continue](#)

Add a Recommender



Please verify your referee's email address before proceeding. Once you have entered the information and clicked the "send email" button, an email will be automatically generated with appropriate instructions to the referee. Do not enter this information until you have communicated with your referee, have verified the email address, and are ready to send the email to your referee.

Letter Type:

- Reference Letter
 Institutional Statement

Salutation:

Select One

First Name:

Last Name:

Email:

Institution:

Type a few characters to search for institution

Department:

Cancel

Send Email



Proposal Upload

Proposal Upload

To complete your application package, in addition to the application form, you must upload the following items: an application essay, a bibliography, an applicant's statement, and a publications list.

The application essay, bibliography, applicant's statement, and publications list must be uploaded as one continuous file.

1. A) APPLICATION ESSAY

The application essay will be the basis of the evaluation of the project. It must include all of the following:

- a full statement addressing the relevance of the project to the broader issues in your discipline as well as to the field of Buddhist studies
- the intended contribution of the writing or research to existing literature in your discipline
- a description of the results expected
- a rationale for the length of time requested. It is important to specify the identity and location of sources at archives, libraries, or geographical sites and Buddhist studies colleagues relevant to your project.

USEFUL GUIDELINES

The application essay should address all six points. The applicant might find it useful to label sections with the six headings, but this is not required.

1. *Main Thesis*: The principal argument or problem guiding the proposed research and writing.
2. *Body*: The research problem in more detail with a justification of the research focus and approach. What is already known about the problem and what more needs to be

known?

3. *Literature and sources:* The proposed topic placed in the context of existing literature and potential new sources. What will be the criteria for determining which sources are relevant? How will the project extend, modify, or challenge existing scholarship?
4. *Methods:* A detailed description of the methods to be used. How will they be deployed to address the main thesis or argument of the project?
5. *Significance:* An explanation of the importance of the proposed work to central issues in Buddhist studies, to other disciplines, and to humanities scholarship in general.
6. *Workplan:* The concluding section of the essay should present a plan of work with a timeline for the research and/or writing during the fellowship period. How much has the applicant already accomplished on the project and how much remains to be done? What steps are anticipated during the fellowship period? What is the expected result? The workplan must specify the desired start and end dates for the fellowship period, and must be able to be accomplished within the fellowship tenure.

The application essay must not exceed 5 double-spaced pages in Times New Roman 11-point font. You can, however, include up to 2 additional pages of images, musical scores, or other similar supporting non-text materials.

B) BIBLIOGRAPHY

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

The bibliography must not exceed 2 pages in Times New Roman 11-point font, and should be double-spaced between entries.

C) APPLICANT'S STATEMENT

The applicant's statement should describe the intellectual trajectory and experiences that brought you to the current stage of academic career and that motivate plans for the future. This statement might be used to provide information about you not conveyed elsewhere in this application.

The applicant's statement should be no more than 1 page, single or double-spaced, in Times New Roman 11-point font.

D) PUBLICATIONS LIST

Publications resulting from previous research are an important factor in evaluating proposals from applicants. (Applicants who have previously conducted research supported by ACLS fellowships should report all publications resulting from that research.)

The publications list should be no more than 2 pages in Times New Roman 11-point font, and should be double-spaced between entries.

In order to be reviewed, documents must adhere to the specified page limits and formatting.

2) DOCUMENT SPECIFICATIONS:

- Items **a, b, c, and d** 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 combined size of the two files uploaded, 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 might 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 can number pages consecutively throughout the entire document, or you can number the different sections separately. (Page numbers are most helpful on the proposal, so you can omit them on the other items if you wish.)
- Please adhere to the word-count and page limits listed above. Note: The .pdf conversion process can cause some slight formatting changes. If your converted document exceeds the limit only slightly (but your original document did not), please do not be concerned.
- If you have difficulty with your upload, consult the FAQ/technical support (/programs/faq/default.aspx#tech) before contacting OFA HELP.

3) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

Your items should be collated in this order—application essay, bibliography, applicant's statement, and publications list—and submitted as one file.

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

Microsoft Word (.doc or .docx), 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 documents. 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 documents by simply repeating the upload process and selecting the new/revised version. (This can have the same file name or a new file name.) When you click on "Upload Document" the revised version will be recorded and the old version erased.

After uploading, please check your files to be sure they have uploaded successfully.

Application Essay, Bibliography, Applicant's Statement, and Publications List:

Select

NOT UPLOADED

[Upload File](#) [Continue](#)



Submit

Submit Application

Before submitting your application, make sure you have

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

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

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

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


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

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

SUBMIT APPLICATION



Help

 Contact Information

Email Address

Phone Number

System you are Using

Select One 

Browser you are Using

Select One 

Please describe the problem that you are having

Submit

SAMPLE