



Sample Application

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

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



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

Program Description

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

provide one-year stipends to PhD candidates for full time preparation of dissertations. The fellowship period can be used for fieldwork, archival research, analysis of findings, or for writing after research is complete. Applicants should choose one of two types of support and check the appropriate box on the first page of the application form.

- Research Fellowships for use in the field for fieldwork or archival investigations.
- Writing Fellowships for use after the research is complete, to write the dissertation.

All topics, periods, and approaches in Buddhist Studies are welcome.

This is a global competition. There are no restrictions as to the location of work proposed, or the citizenship/residence of applicants.

The fellowship tenure is 10 consecutive months devoted full time to the dissertation. Tenure must be initiated by September 30, 2020. No employment is permitted during the fellowship tenure. This fellowship cannot be held concurrently with any other fellowship or grant.

The total award is \$30,000 and should be used for all expenses associated with the fellowship period. Home universities are requested to waive fees for Fellows while allowing access to university facilities during the fellowship year. If university policy or regulations prevent the university from following this procedure, the university should be willing to negotiate with ACLS some other mutually acceptable formula that will avoid the necessity for the Fellow to use the fellowship stipend for university fees.

Fellowships will be granted based on the potential of the applicant, the quality and scholarly significance of the proposed work, and its importance to the development of the field of Buddhist studies.

SPECIFICATION OF RESEARCH OR WRITING FELLOWSHIPS

Applicants must apply for one of these two categories of support. The application essay should state clearly how much work on the dissertation has already been accomplished and in what specific ways progress would be advanced by a Foundation award. The selection committee will consider the intrinsic intellectual merit of the project, the workplan proposed, and evidence of progress made toward completion.

Applications for **research fellowships** should identify the research question(s), the sources to be investigated, criteria by which relevant information will be selected, the location of the project in the disciplinary literature, the methodology and approach to the subject matter, and tentative conclusions.

Applications for **writing fellowships** should state the main thesis or claim, review the sources investigated and secondary literature consulted, and indicate, if possible, an outline of chapters. The proposal should also state what materials have been collected, how research questions might have been answered or modified, and the direction that analysis will take once writing has begun. ACLS selection committees understand the problem posed by timing – often, applications for writing are composed in the midst of fieldwork or archival research, at a time when all relevant materials have not yet been collected and the dissertation’s argument might be still inchoate. Applicants should address this problem directly in the application essay, describing as accurately as possible what they have managed to accomplish as of the application deadline and how they envision their dissertations taking shape during the period of the writing fellowship.

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 through the ACLS Online Fellowship Application system (ofa.acls.org) no later than 9 pm Eastern Standard Time, November 13, 2019. Notifications will be sent by May 31, 2020.

ELIGIBILITY

- Pursuit of the PhD or equivalent degree at an accredited university or college.
- Completion by April 15, 2020 of all requirements for the PhD degree except research and writing of the dissertation (the equivalent of ABD in the US system). A successful applicant, before being named a Fellow, must provide confirmation of ABD status (this must come from a university official).
- 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.

APPLICATION ELEMENTS

Applications must include:

- Completed application form submitted through the Online Fellowship Application system
- Proposal (no more than 5 double-spaced pages in Times New Roman 11-point font)
- Up to 3 additional pages of images, musical scores, or other similar supporting non-text materials **[Optional]**
- Bibliography (no more than 2 pages double-spaced between entries, Times New Roman 11-point font)
- Two reference letters submitted through the Online Fellowship Application system.
- Institutional Statement from the applicant's institution (preferably from the applicant's chair or dean), stating that the applicant will complete all requirements for the PhD except research and writing of the dissertation by April 15, 2020. The person submitting the institutional statement cannot be one of the reference-letter writers. The statement is to be submitted through the Online Fellowship Application system.

SELECTION CRITERIA

Proposals will be reviewed by an international panel of scholars in Buddhist studies according to the following criteria:

1. Significance of the topic and its potential contribution to Buddhist studies
2. Coherence and cogency of presentation
3. Feasibility of the plan of work
4. Potential of the applicant for an academic career in Buddhist studies

[Continue](#)



Eligibility

Eligibility Check

1. Are you a PhD candidate at an accredited university?

Yes No

2. Will you have completed all requirements for the PhD except the dissertation (ABD-All But Dissertation-status) by April 15, 2020?

Yes No

Continue



Eligibility Confirmation

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

[Continue](#)

Sample



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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 should complete the REFERENCE LETTERS section as soon as possible. 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 proposal document (see PROPOSAL UPLOAD), and reference letters (see REFERENCE LETTERS).

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

A. HOW TO SAVE AND SUBMIT YOUR DATA.

1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the 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

Check One

Research Fellowship Writing Fellowship

Salutation

Professor

First Name

Charles

Middle Name/Initial

Last Name

Xavier

Suffix

Primary Email Address

ryanjcutbert@gmail.com

(should be valid through May 2020)

Institution Information

Institution 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

 -

 Home Information

Home 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

() -

Which is your preferred mailing address?

Select ▼

(Be sure to indicate your preferred mailing address.)

Save

Save and Continue

Sample



Education

 PhD

PhD to be received from

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

PhD department

PhD major discipline

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

 /

(mm/yyyy)

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


 /

(mm/yyyy)

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

/

(mm/yyyy)

Dissertation title(150 max character limit: *character count = 0*)**Name of dissertation supervisor****Email address of 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 |
|----------|---------|----------|---------|----------------|------------------|
| | | | | | |

| Language | Reading | Speaking | Writing | Native Speaker | Heritage Speaker |
|----------------------|---------|----------|---------|--------------------------|--------------------------|
| <input type="text"/> | * ▼ | * ▼ | * ▼ | <input type="checkbox"/> | <input type="checkbox"/> |
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| <input type="text"/> | * ▼ | * ▼ | * ▼ | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | * ▼ | * ▼ | * ▼ | <input type="checkbox"/> | <input type="checkbox"/> |

Save

Save and Continue

Sample



Awards and Publications

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

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Sample

Purpose

 Publications

Please include titles, dates of publication, names of publishers or journals, and number of pages for up to EIGHT publications.

(1500 max character limit: *character count = 0*)

Save

Save and Continue

Sample



Dissertation Project

Dissertation 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.

Dissertation Title

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

Dissertation Abstract

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

Proposed dates of fellowship tenure:

From:

 / /

(mm/dd/yyyy)

To: / /

(mm/dd/yyyy)

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

Sample

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

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

Proposal Location

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

 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.

3.

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.

Select One



Other

5.

Select One



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

What is your country of citizenship?

Select One 

Sources of Support - Applying

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

Source

From

 /

To

/

Amount

Source

From

/

To

/

Amount

Source

From

/

To

/

Amount

Sample

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

Select ▼

If yes, in what capacity?

(Please indicate number of times: 0, 1, 2, etc.)

Delivered a paper

Select ▼

Organized a panel

Select ▼

Participated in roundtable discussion

Select ▼

Participated in poster session

Select



Save

Save and Continue

Sample



Reference Letter and Institutional Statement

Reference Letter and Institutional Statement

PLEASE NOTE: You MUST ENTER on the Reference Letters Page THE NAMES OF YOUR REFEREES whom you are asking to provide Letters of Reference. Until you make these entries, they will not be able to log in to use the online reference-letter system. Please do not ask them to access the system until you have done this. Once you have entered the information and clicked the "send email" button, an email will be automatically generated with appropriate instructions to the referee.

Two letters of reference and one institutional statement are required.

1. REFERENCE LETTERS. We suggest that you secure as referees scholars competent to judge your record, the present research proposal, and the probable future contribution to the field. One of your referees should be your dissertation supervisor. (We do not accept letters from dossier services such as Interfolio.)

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

2. INSTITUTIONAL STATEMENT. In addition to two letters of reference, we require a statement from the applicant's department chair, dean, or other appropriate institutional representative.

The provided form asks the institutional representative to attest that the applicant will complete all requirements for the PhD except research and writing of the dissertation (the equivalent of ABD--All But Dissertation--status in the US system) by April 15, 2020.

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

Letters of reference and the institutional statement must be submitted online. It is your responsibility to convey information about your proposal to your referees. After your referees have agreed to write on your behalf:

- Tell your referees to expect an email from ACLS.
- Make absolutely certain you have the correct email address for each referee.
- Enter each referee's name and email address by clicking on the "Add Referee" link at the bottom of this page. Please capitalize the name properly.
- Once you have entered the information and clicked the "send email" button, an email will be automatically generated with appropriate instructions to the referee.
- It is not necessary to enter all referees at the same time. You can return to this screen at any time to enter referees.

No more than two letters of reference and one institutional statement will be accepted.

- Enter only the required number of referees. It is possible to enter additional referees, but you should do this only if you learn that a referee is unable to complete the promised letter.
- **The first two reference letters and the first institutional statement submitted will be the letters on file in support of your application.** Once the maximum number has been submitted, another referee attempting to submit a letter for you will be prevented from doing so. Be careful not to put anyone in this situation.

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

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 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.

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

[Add Recommender](#)

[Continue](#)

Sample

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: a proposal, additional materials [optional], and a project bibliography. **Your proposal, additional materials, and project bibliography should be uploaded as one continuous document.**

1A) PROPOSAL:

A concise statement describing your research project is required. The narrative statement should explain, briefly but specifically, what you plan to do and why, as well as describe progress already made. It should discuss the significance of this work within your specific and general fields. Please balance the description of specific work plans against an overview of your goals and the contribution this project will make to the field of Buddhist studies. Title your proposal in a brief, descriptive way and label sections of your narrative as appropriate to assist readers.

Applications for **research fellowships** should identify the research question(s), the sources to be investigated, criteria by which relevant information will be selected, the location of the project in the disciplinary literature, the methodology and approach to the subject matter, and tentative conclusions.

Applications for **writing fellowships** should state the main thesis or claim, review the sources investigated and secondary literature consulted, and indicate, if possible, an outline of chapters. The proposal should also state what materials have been collected, how research questions might have been answered or modified, and the direction that analysis will take once writing has begun.

ACLS selection committees understand the problem posed by timing - often, applications for writing are composed in the midst of fieldwork or archival research, at a time when all relevant materials have not yet been collected and the dissertation's argument might be still inchoate. Applicants should address this problem directly in the application essay, describing

as accurately as possible what they have managed to accomplish as of the application deadline and how they envision their dissertations taking shape during the period of the writing fellowship.

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 10 consecutive months.

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

1B) BIBLIOGRAPHY:

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

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

Documents must adhere to the page limits and formatting requirements to be reviewed.

2) DOCUMENT SPECIFICATIONS:

- Items **1a**, and **1b** must be uploaded as one continuous document.
- 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 files uploaded, including any graphics or other supporting materials, cannot exceed 3 MB.
- Your application will be converted to Portable Document Format (.pdf). Keep formatting simple to avoid problems in the converted document.
- All documents must be in English, though citations can be in other languages (with translations provided).
- If your proposal includes foreign characters, please view it after uploading to be sure these characters convert properly. If not, you might have to first convert your document to .pdf and then upload again to resolve formatting problems.
- Use the header/footer function to number pages. (Do not type the numbers directly into each page of your document text.) You 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.)
- If you have difficulty with your uploads, consult the FAQ/technical support (/programs/faq/default.aspx#tech) before contacting OFA HELP.

3) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

The proposal elements should be collated in this order—proposal, additional materials [optional], and project bibliography—and uploaded 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 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 can 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.

Proposal, Additional materials [optional], Bibliography:

Select

NOT UPLOADED

Upload File

Continue

Sample



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