



Sample Application

What follows is a sample of an application for the Henry Luce Foundation/ACLS Program in China Studies Collaborative Reading-Workshop Grants. It is for informational purposes only.

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



Henry Luce Foundation/ACLS Program in China Studies Collaborative Reading-Workshop Grants

Program Description

WELCOME TO THE ONLINE APPLICATION FOR THE HENRY LUCE FOUNDATION/ACLS COLLABORATIVE READING-WORKSHOP GRANTS IN CHINA STUDIES

ACLS invites applications for Collaborative Reading-Workshop Grants in China Studies. This program is supported by a generous grant from The Henry Luce Foundation.

Grants provide opportunities for scholars of different disciplines of the humanities and the humanities-related social sciences to investigate texts that constitute essential points of entry to Chinese periods, traditions, communities, or events in contemporary or historical times.

Topics focused on Hong Kong, Macau, Tibet, Xinjiang, and Taiwan are eligible.

These grants provide support for collaborative reading of texts in a workshop format that is interdisciplinary and crosses scholarly generations. A wealth of complex and challenging texts is a distinctive feature of the Chinese cultural record, making close reading by a group of scholars especially fruitful, because they can bring to bear a diversity of research, experience, and expertise. Collaboration refers primarily to the sustained, collective examination of texts. But it may also characterize the conceptualization of the workshop by several scholars. If there is more than one organizer, the applicant should make this clear in the application essay. However, the applicant, if awarded, will be responsible on behalf of the group for corresponding with ACLS, for signing the grant letter and receiving funds, and for signing the final report. Workshop participants should be drawn from several different institutions.

Formats of workshops may vary, but each should be based on texts that illuminate a period, tradition, culture, location, or event. At the workshop each text may be introduced by one or two participants, with others being asked to read and explicate a portion thereof. Close reading and careful translation are thus the basis for workshop discussion. Sufficient time should be provided for sustained collaborative reading – one day would seem too brief; three days much more productive.

Reading workshops are less formal than conferences; they involve interactive reading, interpretation and commentary by a seminar-sized group. ***(Applications proposing a series of individual presentations, especially to a larger audience, should consider applying to the Chiang Ching Kuo/ACLS program in Comparative Perspectives on Chinese Culture and Society (<http://www.acls.org/programs/chinese-culture/>).***)

Awards for collaborative reading workshops may be used to support travel and lodging costs of participants, acquisition of materials, communications, and local arrangements. Funds **may not be used** for salary replacement, honoraria, or institutional indirect costs. Funding will not be provided for events that constitute elements of a regularly scheduled series or colloquium, or that otherwise form part of the annual cycle of a university program. Luce/ACLS-funded reading-workshops must bring together scholars who would not otherwise have the opportunity to work together.

The primary objects of study should be written texts, but these may be supplemented by images and objects such as archaeological artifacts.

The principal objective is a new understanding of the texts and the subject matter they illuminate. A publication might result, but it is not a requirement of the reading-workshop grant. No additional financial support for publication is anticipated.

One team member (the principal coordinator) must apply on behalf of the team. **It is expected that project funds will be received, disbursed, and reported on by the applicant's university.**

No university overhead is permitted.

Workshops must be held between June 1, 2020, and September 2021.

A final report is required on completion of the workshop.

ELIGIBILITY

- The coordinator of the workshop applies on behalf of all participants.
- The coordinator (applicant) must hold a PhD from a university in the United States or Canada OR be a US or Canadian citizen/permanent resident with a PhD from any university.
- Workshops must be held at a location in the United States or Canada.
- No formal eligibility requirements for other participants. Graduate students are welcome to participate.

APPLICATION REQUIREMENTS

Applications must include:

- Completed application form submitted through the Online Fellowship Application system
- Participant Information Sheet, listing all collaborators (identifying Principal Coordinator) and additional team members.
- Application essay – maximum 5 double-spaced pages, Times New Roman 11-point font. The application essay is the heart of the application and should discuss the rationale for the chosen texts' scholarly significance and what insight their study will yield.
- 2-page working Bibliography of texts to be investigated and ancillary sources, if any.
- Budget –Please provide a simple budget that shows the estimated expenses for the proposed workshop. Please mention any other funds available and specify the total amount requested from ACLS. Please explain how particular estimates were derived. The final report will require a comparison of estimated and actual expenses.
- A publication list for the Principal Coordinator (applicant).
- A workshop program.
- A roster of workshop participants (with full names, titles, and institutional affiliations), clearly designating those who have already agreed to join the project and those who have yet to be contacted (or have not responded to inquiries). Please provide roles participants are expected to play (reading leader, translator, commentator).

EVALUATION

Proposals will be judged by the following criteria:

- The significance of the texts chosen for illuminating aspects of the study of the cultures, histories, and societies of China; and
- Interdisciplinarity in the study of texts; for example, sociologists and literary scholars might be invited to read historical documents, historians to join the reading of philosophical manuscripts, etc.

Including graduate students, and scholars from Chinese institutions, is encouraged.

Awards will be made based on the rationale for the type of event(s) planned and the prospect for new interpretations of the texts selected for reading.

A final report is required, written in a form that may be published on the ACLS website.

Continue



Eligibility

Eligibility Check

1. Do you have a PhD degree from an institution in the United States or Canada OR are you a US or Canadian citizen/permanent resident with a PhD from any institution?

Yes No

*An established scholar who can demonstrate the equivalent of the PhD in publications and professional experience may also qualify. If you feel that you have the equivalent of a PhD, please check "yes" and contact chinastudies@acsl.org (mailto:chinastudies@acsl.org) to provide supporting documentation. You should also explain your circumstances in the last question on the Professional Background screen of the application.

2. Will the workshop you are proposing be held at a location in the United States or Canada?

Yes No

Continue



Eligibility Confirmation

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

[Continue](#)

SAMPLE



Eligibility

Eligibility

- The coordinator of the workshop applies on behalf of all participants.
- The coordinator (applicant) must hold a PhD from a university in the United States or Canada. OR be a US or Canadian citizen/permanent resident with a PhD from any university.
- Workshops must be held at a location in the United States or Canada.
- No formal eligibility requirements for other participants. Graduate students are welcome to participate.

[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 6, 2019.**

The application consists of four parts: the application form itself; the publications list (see PUBLICATIONS LIST UPLOAD); the Workshop Information page (see WORKSHOP INFORMATION); and the proposal documents [including the participant information sheet, application essay, the bibliography, the budget, the workshop program, and a roster of workshop participants] (see PROPOSAL UPLOAD).

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 6, 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 U.S. 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/china-studies/>). If your question is not answered there, click on the "OFA HELP" link that appears on the blue bar at the top of each screen to submit your query.
2. If you are unable to use the "OFA HELP" link that appears on the blue bar at the top of each screen (after this one), contact ofahelp@acsls.org (mailto:ofahelp@acsls.org) with questions. (Please use the "OFA HELP" link instead if possible.)

Good luck with your application!

Continue

SAMPLE



Contact Information

Contact Information

Salutation

Professor

First Name

Jane

Middle Name/Initial

Last Name

Doe

Suffix

Primary Email Address

chinastudies@acsl.org

(should be valid through May 2020)

Office Information

Office 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

 -

SAMPLE

 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.)

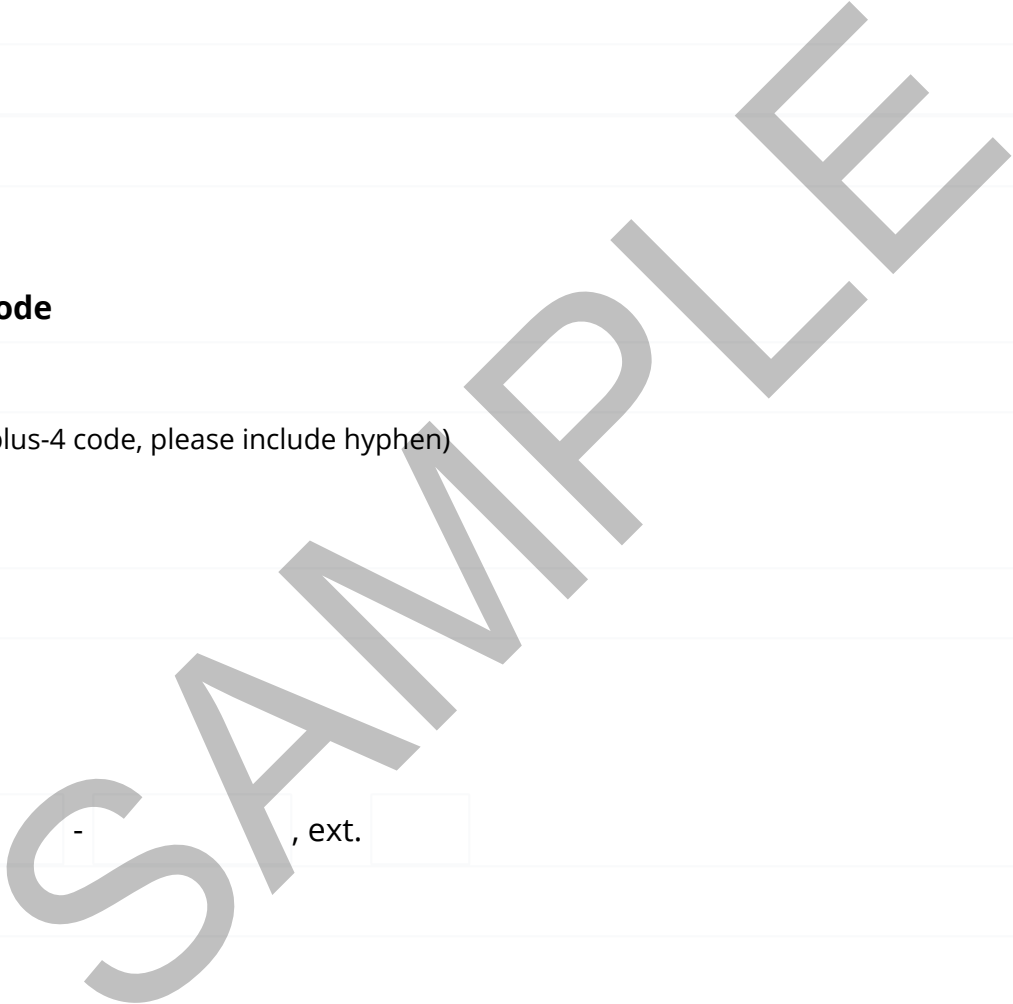
Fax

() -

Which is your preferred mailing address?

Select ▼

(Be sure to indicate your preferred mailing address.)



Save

Save and Continue

SAMPLE



Education

 PhD

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 received

 / /

(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

(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

(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*)

Chinese Language Proficiency

Please indicate your proficiency (reading, writing, or speaking) in Classical Chinese, Modern Mandarin, or any other Chinese dialects relevant to the proposed event. *(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"/>

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

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

Additional Foreign Languages

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

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

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 Literature, Professor of Philosophy, etc. Write **only** the name of your discipline, not your professorial title.)

Specialization

Department

Institution

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

Date you began this position

 /

(mm/yyyy)

Are you tenured?

Select ▼

If YES, when did your first tenured semester begin?

/

(mm/yyyy)

If you are an Assistant Professor or equivalent, when did you begin your first teaching semester/quarter at that rank, even if that occurred in a previous job?

/

(mm/yyyy)

If you do NOT hold the rank of Full, Associate, or Assistant Professor, as a research scholar, with which group would you most identify?

- Full Professor
- Associate Professor
- Assistant Professor
- N/A

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

SAMPLE



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

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To

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Institution/Employer

Title

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Institution/Employer

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Institution/Employer

Title


From

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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. See the FAQ (<http://www.acls.org/programs/fellowships-faq/acls/#ae4>) for further information. 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*)

SAMPLE

Save Save and Continue



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

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Amount

Purpose

Award

Award Type

Select One ▼

From

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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 US dollars. Do not add benefits or summer salary).

What is your country of citizenship?

Sources of Support - Confirmed

List other sources of support, for example, other fellowships and grants, **ALREADY CONFIRMED** in connection with your proposed workshop. Also indicate the approximate amount of funding and period of support.

Source

From

 /

To

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Amount

Source

From

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To

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Amount

Source

From

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To

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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 workshop proposal.

Source

From

 /

To

 /

Amount

Source

From

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To

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Amount

Source

From

SAMPLE

/

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



Publication List Upload

Publication List Upload

To complete your application package, in addition to the application form, you must upload your publications list.

1) PUBLICATIONS LIST:

This should be a list of your representative publications and should include titles, dates of publication, names of publishers or journals, and numbers of pages.

The publications must not exceed 3 pages, and may be in whatever format you normally keep it.

Please be sure to head your list with your full name.

2) DOCUMENT SPECIFICATIONS:

- Margins must be at least one inch on all sides.
- Use Times New Roman 11 point font for all uploaded documents.
- There is a 3 MB limit on the size of your upload. This means that the total size of the upload, including any graphics or supplementary materials, cannot exceed 3 MB.
- Your application will be converted to Portable Document Format (.pdf). Keep formatting simple to avoid problems in the converted document.
- If your proposal includes foreign characters, please view it after uploading to be sure these characters convert properly. If not, you may have to convert your document to .pdf and upload again to resolve formatting problems.
- Use the header/footer function to number pages. (Do not type the numbers directly into each page of your document text.) You may number pages consecutively throughout the entire document, or you may number the different sections separately. (Page numbers are most helpful on the proposal, so you may omit them on the other items if you wish.)

- If you have difficulty with your upload, consult the FAQ/technical support (/programs/faq/default.aspx#tech) before contacting OFA HELP.

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

3) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

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 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.

Document Upload:

Select

NOT UPLOADED

Upload File Continue



Workshop Information

Workshop Information

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.

Workshop Title

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

Brief Description of Workshop Themes

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

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

(Optional)

Date(s) of Workshop:

From:

 / /

(mm/dd/yyyy)

To:

 / /

(mm/dd/yyyy)

Length of Workshop

(days)

Location of Workshop

Amount of Funding Requested from ACLS

 Countries or Geographical Areas

List any countries or geographical areas on which the texts chosen and the themes of the workshop are focused.


1.

2.

3.

4.

Select One

**Other** **Disciplinary Areas**

Please identify up to five disciplinary areas, in order of relevance, that best describe the themes of the workshop. **For your first selection please choose the specific field that most closely corresponds to the themes of the workshop.**

1.

Select One

**Other**

2.

Select One

**Other**

3.

Select One

**Other**

4.

Select One

**Other**

5.

Select One



Other

Save

Save and Continue

SAMPLE



Proposal Upload

Proposal Upload

To complete your application package, in addition to the application form, you must upload the following items:

1. participant information sheet,
2. application essay,
3. bibliography,
4. budget,
5. workshop program,
6. roster of workshop participants.

All six items should be collated to upload as one continuous document.

1) PARTICIPANT INFORMATION SHEET:

The participant information sheet should clearly identify the workshop collaborators and indicate the principal coordinator for administrative purposes. Please also list any additional project participants and their function within the collaboration.

2) APPLICATION ESSAY:

In preparing this material, please keep in mind that our review process includes China studies scholars from different disciplines.

Content: The application essay is the heart of the application and should discuss the rationale for the chosen texts' scholarly significance and what insight their study will yield.

The proposal must not exceed 5 double-spaced pages in Times New Roman 11 point font.

3) BIBLIOGRAPHY:

A working bibliography of texts to be investigated and ancillary sources, if any.

The bibliography must not exceed 2 pages, and should be double-spaced between entries.

4) BUDGET:

Please provide a simple budget that shows the estimated expenses for the proposed workshop. Please mention any other funds available and specify the total amount requested from ACLS. Please explain how particular estimates were derived. The final report will require a comparison of estimated and actual expenses.

Funds are intended primarily for the travel and lodging costs of participants, acquisition of materials, communications, and local arrangements. Funds may be used to pay for the services of a local coordinator. Not eligible for support are salary replacement, honoraria, or institutional indirect costs. On the budget form, please indicate who will be responsible for receiving ACLS funds and disbursing them, for record-keeping, and for preparing and signing a final financial report. Funds may be released to an individual or to an institution, but the proposal must make clear how funds will be administered.

5) WORKSHOP PROGRAM

The program should provide a day-by-day schedule of activities proposed.

6) ROSTER OF WORKSHOP PARTICIPANTS:

The roster should include all participants with full names, titles, and institutional affiliations, clearly designating those who have already agreed to join the project and those who have yet to be contacted (or have not responded to inquiries). Please provide roles participants are expected to play (reading leader, translator, commentator).

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

7) DOCUMENT SPECIFICATIONS:

- All six items must be uploaded as one continuous document.
- Margins must be at least one inch on all sides.
- Use Times New Roman 11 point font for all uploaded documents.
- There is a 3 MB limit on the size of your upload. This means that the total size of the upload, including any graphics or supplementary materials, cannot exceed 3 MB.
- Your application will be converted to Portable Document Format (.pdf). Keep formatting simple to avoid problems in the converted document.

- If your proposal includes foreign characters, please view it after uploading to be sure these characters convert properly. If not, you may have to convert your document to .pdf and upload again to resolve formatting problems.
- Use the header/footer function to number pages. (Do not type the numbers directly into each page of your document text.) You may number pages consecutively throughout the entire document, or you may number the different sections separately. (Page numbers are most helpful on the proposal, so you may omit them on the other items if you wish.)
- If you have difficulty with your upload, consult the FAQ/technical support (/programs/faq/default.aspx#tech) before contacting OFA HELP.

8) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

Your items should be collated in this order—participant information sheet, application essay, bibliography, budget, workshop program, and roster of workshop participants—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 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.

Document Upload:

Select

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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/print](#) copy should include your uploaded document. If it does not, click the OFA HELP button above for assistance.

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.