



# Luce/ACLS Dissertation Fellowships in American Art

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Program Choice

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Program Description

## **WELCOME TO THE ONLINE APPLICATION FOR THE LUCE/ACLS DISSERTATION FELLOWSHIP IN AMERICAN ART.**

ACLS invites applications for Luce/ACLS Dissertation Fellowships in American Art, which are designated for graduate students who are pursuing research on the history of art and visual culture of the United States, including all aspects of Native American art, and who are at any stage of PhD dissertation research or writing. ACLS believes that humanistic scholarship benefits from inclusivity of voices, narratives, and subjects that have historically been underrepresented or under-studied in academe. We also believe that institutional diversity enhances the scholarly enterprise, and we encourage applications from PhD candidates from all types of institutions in the United States.

Seven fellowships are available for a non-renewable, continuous nine-to-twelve month term to be held between July 2022 and May 2024. The fellowships may be carried out in residence at the fellow's home institution, abroad, or at any other appropriate site for the research. The fellowships may not be used to defray tuition costs or be held concurrently with any other major fellowship or grant. The entire fellowship term must conclude before the fellow receives the PhD.

The total award of \$42,000 includes a stipend and additional funds for travel and research. This program is made possible by funding from the Henry Luce Foundation.

After beginning your application, you will be asked several questions designed to determine preliminary eligibility for this program. Once you have answered these basic eligibility questions, please read all

instructions, including those in the REFERENCE LETTERS and PROPOSAL UPLOAD sections, before beginning to fill out the application form.

Completed applications must be submitted online no later than 9 pm, Eastern Daylight Time, October 27, 2021. Notifications will be sent via email by late March 2022. [Click](#) for more information.

## ELIGIBILITY

Applicants must:

- be a PhD candidate at a university in the United States in art history or a related field, such as Native American and Indigenous Studies or African American Studies. (*Students preparing theses for the Master of Fine Arts degree are not eligible.*)
- have a dissertation focused on a topic in the history of the visual arts of the United States, including all facets of Native American art. Projects should be focused foremost on the art object and/or image and employ an art-historical or visual studies approach.
- have completed all requirements for the PhD except the dissertation before beginning fellowship tenure.
- have not previously applied for this fellowship more than once.
- be a US citizen, permanent resident, Indigenous person residing in the United States through rights associated with the Jay Treaty of 1794, DACA recipient, asylee, refugee, or individual granted Temporary Protected Status in the United States.

## APPLICATION REQUIREMENTS

Applications must include:

- Completed application form
- Proposal (no more than five pages, double spaced, in Times New Roman 11-point font)
- Optional: Illustrations (no more than three pages)
- Bibliography (no more than two pages)
- Optional: List of publications, exhibitions, and/or presentations (no more than two pages)
- Personal statement describing how the applicant's background and personal experience have influenced their intellectual trajectory as a scholar (no more than one page, double spaced, in Times New

Roman 11-point font)

- Two reference letters, one of which must come from the applicant's dissertation advisor
- A statement from the applicant's institution (preferably from the applicant's department chair, director of graduate studies, or dean). The provided form asks the institutional representative to confirm that the applicant is a doctoral candidate in good standing and that all requirements for the PhD except the dissertation will be completed by the beginning of fellowship tenure. Most importantly, the institutional representative should confirm that (1) the normal academic year tuition payments for the awardee will be waived or will be provided by the awardee's university, and that (2) the university will continue to provide the student with appropriate access to its research resources and facilities. The person submitting the statement should not be one of the reference letter writers.

Transcripts are not required.

### EVALUATION CRITERIA

Scholars asked to review applications in this program are instructed to use the following three criteria:

1. The quality of the proposal with regard to its methodology, scope, theoretical framework, and grounding in the relevant scholarly literature.
2. The potential of the project to advance the field of study in art history, both generally and in the specific field(s) it engages.
3. The applicant's record of scholarly engagement and potential for scholarly achievement, taking into account the relative advantages and constraints on resources for the proposed project and over the course of the applicant's doctoral training.

Reviewers are asked to be mindful of ACLS's commitment to inclusive excellence, and of how equity and diversity are integral components of merit.



# Eligibility

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Eligibility Check

**1. Are you a US citizen, permanent resident, Indigenous person residing in the United States through rights associated with the Jay Treaty of 1794, DACA recipient, asylee, refugee, or individual granted Temporary Protected Status in the United States?**

Yes No

**2. Are you a PhD candidate at a university in the United States in art history or a related field, such as Native American and Indigenous Studies or African American Studies?**

Yes No

**3. Will you have completed all requirements for the PhD except the dissertation before tenure of the fellowship, and no later than July 2022?**

Yes No

**4. Does your dissertation focus on the object and/or image in the history of visual arts of the United States, including all facets of Native American art, and employ art-historical or visual studies approaches?**

Yes No

**5. Have you previously applied for this fellowship more than once?**

Yes No



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## 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 Daylight Time, October 27, 2021**.

You should **complete the REFERENCE LETTERS section as soon as possible** since your letter writers will also have until the application deadline (October 27) 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** by clicking the "SAVE" or "SAVE AND CONTINUE" buttons at the bottom of each 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 Daylight Time, October 27, 2021 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, 2022.

## 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; do not enter hard returns within text fields; and do not include quotation marks or periods as part of your project title.)
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. 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.

### C. HOW TO GET HELP.

1. If you have questions about the application process, please consult FAQ. If your question is not answered there, click on the "HELP" link in the left menu to submit your query.
2. If you are unable to use the "HELP" link that appears in the menu, contact [ofahelp@acsls.org](mailto:ofahelp@acsls.org) with questions. (Please use the "HELP" link instead if possible; doing so means that your query contains valuable technical information that helps resolve issues you may be having in the portal.)

Good luck with your application!



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### Salutation

Dr.

### First Name

### Middle Name/Initial

### Last Name

### Suffix

### Preferred Pronouns

### Primary Email Address

(should be valid through May 2022)

### ORCID iD

ACLS requires all applicants to provide an ORCID iD as part of their application. [Learn more.](#)

The record search feature works for public ORCID records only. ([click here](#) to search ORCID)



Office Information

**Institution 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.)

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.)

**Which is your preferred mailing address?**

Select

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



ACLS

# Demographic Information

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I prefer not to answer this question.

**With which group or groups do you most identify?**

Non-Hispanic White

Black or African American

Latina/o/x or Hispanic

American Indian or Alaskan Native

East Asian American

South Asian American

Native Hawaiian or other Pacific Islander

Middle Eastern or Arab American

Other:

I prefer not to answer this question.

**Do you identify as a first-generation college graduate?** Select

**Have you ever served on active duty in the US Armed Forces, Reserves, or National Guard?** Select

**Do you have a disability, including but not limited to a sensory, mobility, developmental, psychological, or other** Select

**impairment?**

Sample



# Education

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PhD

## Degree 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.**)

## Department

## PhD major discipline

**Expected 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)

**Working 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**

Select One

**Date degree received**

/

(mm/yyyy)

**Master's degree major discipline**

**Title of master's degree thesis**

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

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 non-English 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	Herita
	*	*	*		
	*	*	*		
	*	*	*		
	*	*	*		

*	*	*
*	*	*

Sample





# Professional Background

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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

/

**Institution/Employer**

Title

From

/

To

/

**Institution/Employer**

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**Institution/Employer**

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Positions Held

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**

Select One

**From**

/

**To**

/

**Amount**

**Purpose**

**Award**

**Award Type**

Select One

**From**

/

**To**

/

**Amount**

**Purpose**

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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. 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*)

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

(Optional)

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*)

**In what specific field(s) of American art are you specializing?**

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



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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

**What is your country of citizenship?**

Select One

If Other, enter country

If NOT United States, do you hold US Permanent Resident, DACA, refugee, or asylee status in the United States, or do you reside in the US through rights associated with the Jay Treaty of 1794, or are you an individual who has been granted Temporary Protected Status?

Select

**Beginning date for the Luce Fellowship**

/ /

(mm/dd/yyyy)

**Ending date for the Luce Fellowship**

/ /

(mm/dd/yyyy)

Sources of Support - Confirmed

List other sources of support, for example, other fellowships and grants, **ALREADY CONFIRMED** in connection with your dissertation work.

**Source**

**From**

/

**To**

/

**Amount**

**Source**

**From**

/

**To**

/

**Amount**

**Source**

**From**

/

**To**

/

**Amount**

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

**Date of birth**

/ /

(mm/dd/yyyy)

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 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 Society of Overseas Research  
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 Study of African American Life and History  
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  
National Women's Studies Association  
North American Conference on British Studies  
Oral History Association  
Organization of American Historians  
Philosophy of Science Association  
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

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# Reference Letters and Institutional Statements

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Reference Letters and Institutional Statements

**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.

**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 and relevant subfield(s). Your dissertation advisor must be included as a referee. If your PhD will not be granted from a department of art history, your principal dissertation advisor must be a faculty member in an art history department and their departmental affiliation must be clearly noted in their letter. ACLS does not accept reference letters from dossier services, such as Interfolio or university-based services. [Why?](#)

**2. INSTITUTIONAL STATEMENT.** In addition to two letters of reference, we require a statement from the applicant's institution, preferably from the applicant's department chair, director of graduate studies, or dean.

The provided form asks the institutional representative to confirm that the applicant is a doctoral candidate in good standing and that all requirements for the PhD except the dissertation will be completed by the beginning of fellowship tenure. Further, the institutional

representative should confirm that 1) the normal academic year tuition payments for the awardee will be waived or will be provided by the awardee's university, and that (2) the university will continue to provide the student with appropriate access to its research resources and facilities. If university policy or regulations prevent the university from doing these things, then the university should certify here that it is willing to negotiate with ACLS some other mutually acceptable arrangement.

**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 two referees. It is possible to enter additional referees, but you should do this only if you learn that a referee is unable to complete the promised letter.
- **The first two 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. (While the email will be resent, you will not see

anything here to indicate it. Also, you will not be able to enter the information again if the referee has begun your letter already.)

**Letters of reference and the institutional statement are due by the application deadline, October 27, 2021. 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.



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To complete your application package, in addition to the application form, you must upload the following items, which should be **collated to upload as one continuous document**:

- A project proposal, consisting of (a) a REQUIRED narrative statement of not more than 1750 words (approximately 5 double-spaced pages), and (b) in addition, up to 3 OPTIONAL pages of illustrations;
- a REQUIRED bibliography of up to 2 pages;
- a REQUIRED personal statement of up to 1 page; and
- an OPTIONAL publications list of up to 2 pages.

## 1. PROPOSAL:

### (a) Narrative statement:

A concise statement describing your research project is required. It should explain, briefly but specifically, the nature and scope of your project, approaches or methodologies used, and *the significance of this work within your specific and general fields*. It must also include a brief statement on progress already made and a tentative schedule of work to be accomplished during the grant period. Please balance the description of specific work plans against an overview of your goals and the contribution this dissertation will make to the field(s) it engages. Applicants who establish a clear intellectual context for their work will be favored in the selection process. Please title your proposal in a brief, descriptive way and label sections of your narrative as appropriate to assist readers.

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

**(b) Illustrations:**

This item is optional. Illustrations must not exceed 3 pages, although there may be several to a page. Keep in mind that your proposal is likely to be read on screen, and computer monitors only display at 72 dpi. The easiest way to optimize your file size is to work with images in 72 dpi (i.e., .jpg, .png or .gif formats). You can then simply insert your image(s) into a word processing document. If your image is digitized at a higher resolution (e.g., as a .tif), converting it to 72 dpi will normally reduce the file size to 1/4 of the original. Files can be converted in Photoshop or other image manipulation programs, including freeware available on the Web (search under "free image optimization"). If you are scanning from hard copy, crop out any unnecessary area before scanning. Scan at a maximum of 150 dpi and save in .tif format. Convert to 72 dpi (see above).

**Your illustrations may be up to 3 pages.**

**2) 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.

**3) PERSONAL STATEMENT:**

The brief personal statement should describe how your background and personal experience have influenced your intellectual trajectory as a scholar.

**The personal statement must not exceed 1 page**, double spaced.

**4) PUBLICATIONS LIST:**

This item is optional. If you have published work, curated exhibitions, or delivered papers at conferences, you may submit a list of these items in not more than 2 pages. Do NOT submit a curriculum vitae.

**Your publications list must not exceed 2 pages**, and may be in whatever format you normally keep it.

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

#### **DOCUMENT SPECIFICATIONS:**

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

#### **INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:**

Your items should be collated in this order—proposal, bibliography, personal statement, and publication list (if including)—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 "SELECT" button below will allow you to browse your computer system to select the file that you wish to upload. There will be a brief pause after you select the file for the system to process the file for uploading. After that is complete, you must click "UPLOAD FILE" to begin the document conversion. When the upload is complete, your file name should appear under "FILE UPLOADED" below as a link. You can confirm that the file has uploaded successfully by clicking on that link and viewing your file. Sometimes the process takes a little time: if your file name does not appear as a link, you can refresh the screen using the link that appears below, 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 will be erased.

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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.

**\*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.