AMERICAN COUNCIL OF LEARNED SOCIETIES

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ACLS

Mellon/ACLS Dissertation Completion Fellowships

Program Choice

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☐ Program Description

WELCOME TO THE ONLINE APPLICATION FOR THE MELLON/ACLS DISSERTATION COMPLETION FELLOWSHIP.

ACLS invites applications for **Mellon/ACLS Dissertation Completion Fellowships**, which support a year of research and writing to help advanced graduate students in the humanities and interpretive social sciences in the last year of PhD dissertation writing. This program is made possible by a grant from The Andrew W. Mellon Foundation.

ACLS believes that humanistic scholarship benefits from inclusivity of voices, narratives, and subjects that have historically been underrepresented or under-studied in academe. We especially welcome applications from PhD candidates whose perspectives and/or research projects cultivate greater openness to new sources of knowledge, innovation in scholarly practice, and, above all, responsiveness to the interests and histories of people of color and other historically marginalized communities, including (but not limited to) Black/African American, Hispanic/Latinx, and Indigenous communities; people with disabilities; queer, trans, and gender nonconforming people; and people of diverse socioeconomic backgrounds. We also believe that diversity enhances the scholarly enterprise and the professoriate, and we encourage applications from candidates from all PhD-granting institutions in the United States and from communities that have been historically underrepresented in the academy.

ACLS will award 46 fellowships in this competition for a one-year term beginning between June and September 2022 for the 2022-23 academic year. The fellowship may be carried out in residence at the fellow's home institution, abroad, or at another appropriate site for the research. These

fellowships may not be held concurrently with any other significant fellowship or grant or with teaching or research assistantships. (See FAQ for further information.)

Applicants must be prepared to complete their dissertations within the period of their fellowship tenure and no later than August 31, 2023.

The total award of up to $43,000 includes a stipend ($35,000) plus additional funds for university fees (up to $5,000) and research support (up to $3,000). In addition to the monetary support that the fellowship offers, Dissertation Completion Fellows may apply to participate in a seminar on preparing for the academic job market (which takes place in the fall of the fellowship year) as well as virtual professional development programming throughout the year.

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 online no later than 9 pm Eastern Daylight Time, October 27, 2021. Notifications will be sent via email in late March 2022. Click for more information.

ELIGIBILITY

Applicants must:

- be PhD candidates in a humanities or social science department in the United States. 1
- have completed all requirements for the PhD except the dissertation (i.e., obtained ABD status) by the application deadline.
- be no more than six years into the degree program at the time of application. This includes time spent earning an MA within that program. In some circumstances (including interruptions related to medical leave, child or elder care, or the Covid-19 pandemic), applicants who are in their seventh year may petition to have this eligibility requirement extended by one year. Please see our FAQ for additional information about time to degree.
- not currently hold or have previously held a dissertation completion

> fellowship.
- have not previously applied for this fellowship more than once.

APPLICATION REQUIREMENTS

Applications must include:

- Completed application form
- Proposal (no more than five pages, double spaced, in Times New Roman 11-point font)
- Short personal statement describing how your life experiences and background have influenced your journey as a scholar (one page, double spaced, in Times New Roman 11-point font)
- One-page timeline for the expected completion of dissertation writing and defense/filing. See sample timelines.
- Optional: Up to three additional pages of images, musical scores, or other similar supporting non-text materials [optional]
- Bibliography (no more than two pages)
- Completed chapter of the dissertation (that is neither the introduction, nor the conclusion, nor the literature review) of not more than 25 double-spaced pages in Times New Roman 11-point font; or a representative 25-page excerpt from a longer chapter. The chapter must be in English, though citations may be in other languages (with translations provided). All footnotes/endnotes must fit within the 25-page limit.
- 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 chair, director of graduate studies, or dean). The provided form asks the institutional representative to (1) attest to the viability of the proposed timeline for completion; (2) stipulate that, in the event of an award, the university will not charge the student tuition or fees beyond a limit of $5,000; and (3) pledge that if an ACLS award is made, the university will not provide the applicant with any subsequent fellowship aid. The person submitting the statement should not be one of the reference letter writers.

Transcripts are not required.

EVALUATION CRITERIA

Peer reviewers are asked to evaluate all eligible proposals on the following criteria:

1. The potential of the project to advance the field of study in which it is proposed and make an original and significant contribution to knowledge.
2. The quality of the proposal with regard to its methodology, scope, theoretical framework, and grounding in the relevant scholarly literature. ACLS welcomes applications that challenge scholarly convention.
3. The feasibility of the project and the likelihood that the applicant will execute the work within the proposed time frame.
4. 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.

The following are also considered as positive factors in selection:

- Membership in one or more groups that have been historically underrepresented in the professoriate, including but not limited to Black/African Americans, Latinx/Hispanic Americans, Native Americans, and Pacific Islanders.
- Engagement with communities that are historically underrepresented in higher education and the potential for this experience to shape research and pedagogy.
- Scholarship and/or scholarly practice that is responsive to the interests and histories of people of color and other historically marginalized communities.

1

The Mellon/ACLS Dissertation Completion Fellowship program does not accept applications from students receiving professional or applied PhDs, terminal degrees that are not a PhD (such as an EdD or MFA), or PhDs outside of humanities and social science departments, including the following disciplines: business, clinical or counseling psychology, creative or performing arts, education, engineering, filmmaking, law, library and information sciences, life/physical sciences, public administration, public health or medicine, public policy, social work, or

social welfare. If you are unsure whether your department or interdisciplinary program qualifies you for this fellowship program, please email fellowships@acls.org with a brief summary of your affiliation. [back to text]

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Eligibility

▢ Eligibility Check

1. Are you a PhD candidate in a humanities or social science department in the United States?

Yes   No

2. Will you have completed all requirements for the PhD except the dissertation (obtained ABD status) by October 27, 2021?

Yes   No

3. Do you expect to finish your dissertation by the end of the 2022-23 academic year?

Yes   No

4. Do you currently hold or have you previously held a dissertation completion fellowship?

Yes   No

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

Yes   No

Please note before continuing: This program is restricted to graduate students who, at the time of application, are no more than six years into the degree program. This includes time spent earning an MA within that program. In special circumstances (including interruptions related to medical leave, child or elder care, or the Covid-19 pandemic), applicants who are in their seventh year may petition, together with the dissertation advisor, to have this eligibility requirement extended by one year. Such applicants *must present* a

clear case for such eligibility within their application materials. Applicants who have advanced beyond the sixth (or in some cases, seventh) year will be deemed ineligible.

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FAQ (technical)

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☐ Evaluation Criteria

Peer reviewers in this program are asked to evaluate all eligible proposals on the following criteria:

1. The potential of the project to advance the field of study in which it is proposed and make an original and significant contribution to knowledge.
2. The quality of the proposal with regard to its methodology, scope, theoretical framework, and grounding in the relevant scholarly literature. ACLS welcomes applications that challenge scholarly convention.
3. The feasibility of the project and the likelihood that the applicant will execute the work within the proposed time frame.
4. 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.

In addition, the following are also considered as positive factors in selection:

- Membership in one or more groups that have been historically underrepresented in the professoriate, including but not limited to Black/African Americans, Latinx/Hispanic Americans, Native Americans, and Pacific Islanders.
- Engagement with communities that are historically underrepresented in higher education and the potential for this experience to shape research and pedagogy.
- Scholarship and/or scholarly practice that is responsive to the interests and histories of people of color and other historically

marginalized communities.

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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**. 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.

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.

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 "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@acls.org with questions. (Please use the "OFA HELP" link instead if possible.)

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)

☐ Institution Information

Institution Address

City

State

Select One

Zip/Postal Code

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

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.**)

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☐ Demographic Information

I identify my gender as

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

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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

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)

Eligibility is restricted to PhD candidates who are no more than six years into the degree program. In special circumstances (including those related to medical leave, child or elder care, or the Covid-19 pandemic), applicants in their seventh year may petition to have this eligibility requirement extended by one year. Learn more at our program FAQ. If you are in your seventh year, please provide additional information to support your application. Your dissertation supervisor, in the reference letter, should note these circumstances as well.

(1000 max character limit: *character count = 0*)

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

Select One

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)

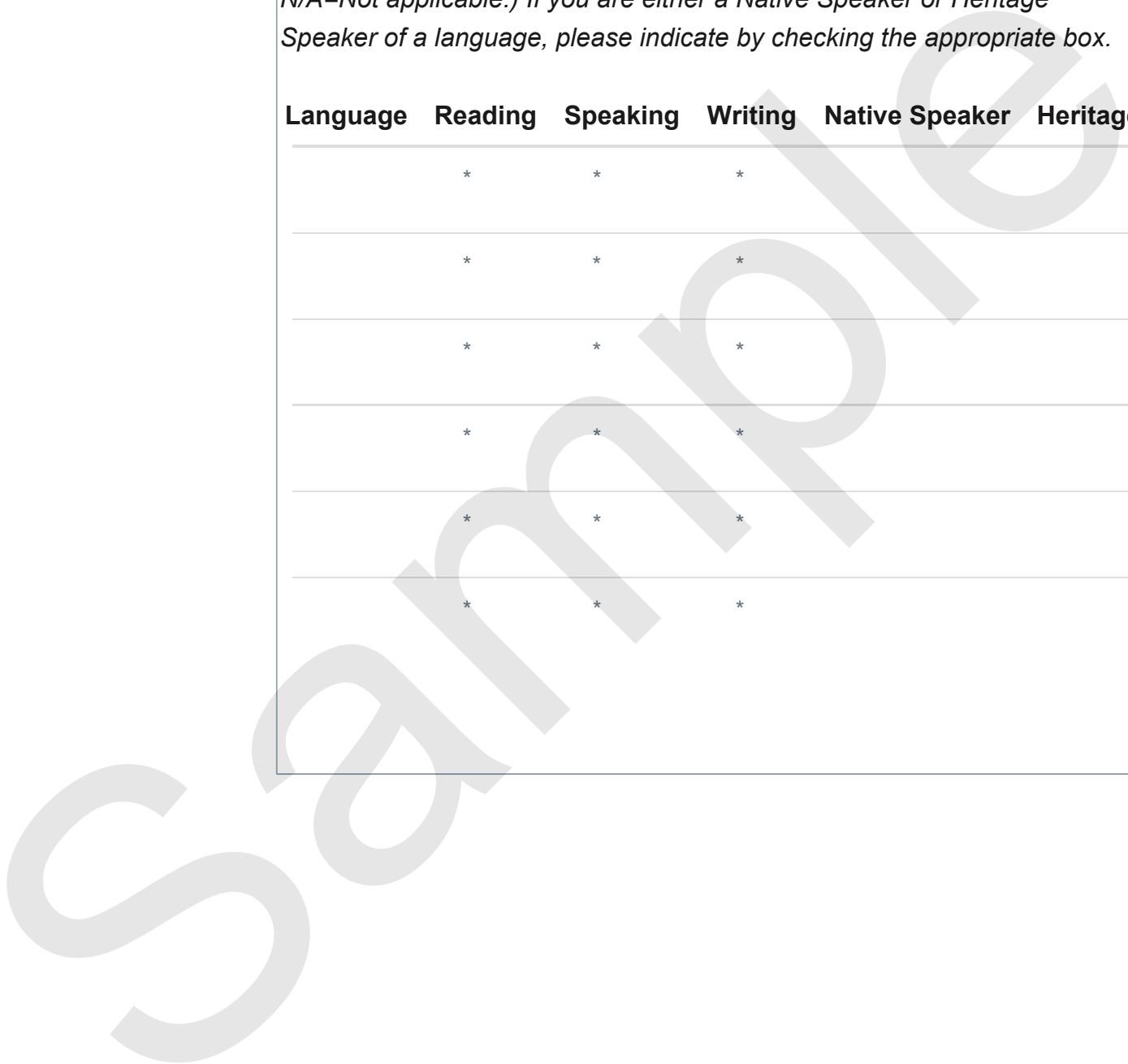**BA/BS major discipline**

☐ Other Degrees

List any additional degrees

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

☐ Languages

List up to six 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	Heritage
	*	*	*		
	*	*	*		
	*	*	*		
	*	*	*		
	*	*	*		
	*	*	*		

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☐ Awards

Beginning with the most recent, list up to ten of the university and external forms of support received during graduate study: fellowships, teaching or research assistantships, tuition grants, scholarship awards, and summer support. Give in each case the dates, purposes (tuition, travel, expenses, etc.), and, where appropriate, the approximate amounts. If you are listing only selected awards, choose those that are most significant. Denote support that is part of your department's funding package clearly and indicate the number of years covered. Please do not be concerned if you do not use all ten 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

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To

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Amount

Purpose

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Select One

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Purpose

☐ Publications

Please list peer-reviewed publications, conference papers, non-refereed articles, etc., grouped by category and include publication date (or forthcoming or under review), name of publisher or journal, number of pages, type (article, review, etc.), and indicate whether it was refereed. Include up to EIGHT items.

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

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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)

Your proposal will be reviewed by scholars within your specific discipline and by others from across the humanities and related social sciences. Use this space to make a concise case for the broader significance of the project for the humanities and related social sciences in a way that will be legible and of interest to scholars outside your field. You should refrain from employing technical language specific to your discipline that may make this significance unclear to non-specialists.

Significance of your project

(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.

Select One

3.

Select One

Other

☐   Disciplinary Areas

Please identify up to five disciplinary areas, in order of relevance, that

best describe your research project. Do not choose "other" unless none of the options is close to your field. **For your first selection please choose the specific field that most closely corresponds to your research project.**

1.

 Select One
Other

2.

 Select One
Other

3.

 Select One
Other

4.

 Select One
Other

5.

 Select One
Other

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Applicants are required to fill out the sections below. Please note that your answers to questions on this page are collected for statistical purposes only and will not be distributed as part of the review or selection process.

☐ Administrative Information

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, refugee, asylee, DACA, or Temporary Protected Status in the United States, or are you residing in the United States through rights associated with the Jay Treaty of 1794?

Select

☐ 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
   Please specify:

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

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. One letter must come from your dissertation advisor. ACLS does not accept reference letters from dossier services, such as Interfolio or university-based services. Why?

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(s) to which it relates.

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

The statement is not a reference letter but a form that asks the institutional representative to 1) attest to the viability of the proposed

timeline for completion; 2) stipulate that, in the event of an award, the university will not charge the student tuition or fees beyond a limit of $5,000; and 3) pledge that if an ACLS award is made, the university will not provide the applicant with any subsequent aid.

The person submitting the institutional form should not 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. (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 for a few days 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: 1) a proposal, personal statement, timeline, and project bibliography and 2) a chapter of your dissertation. **Your proposal, personal statement, timeline, and project bibliography should be uploaded as one continuous document; the dissertation chapter should be uploaded as a separate document. (You will upload a total of two documents.)**

1A) PROPOSAL:

In preparing this material, please keep in mind that our review process consists of two stages. At the first stage, applicants' work is reviewed by specialists in their disciplines, while at the second, it is reviewed by a multi-disciplinary committee of scholars in the humanities and social sciences.

Content: 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. 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(s) it engages. Title your proposal in a brief, descriptive way and label sections of your narrative as appropriate to assist readers. Be sure to explain terms that might not be familiar to those outside your field or subfield.

The proposal must not exceed 5 double-spaced pages in Times

New Roman 11-point font. You may, however, include up to an additional 3 pages of images, musical scores, or other similar supporting non-text materials.

1B) SHORT PERSONAL STATEMENT

Please provide a short personal statement describing how your life experiences and background have influenced your journey as a scholar.

The personal statement must not exceed 1 page, double spaced, in Times New Roman 11-point font.

1C) TIMELINE:

Please provide a succinct timeline for completion of dissertation writing and defense. See sample timelines.

The timeline must not exceed 1 page, in Times New Roman 11-point font.

1D) BIBLIOGRAPHY:

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

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

2) DISSERTATION CHAPTER:

Include a polished, substantive chapter of your dissertation (that is neither the introduction, nor the conclusion, nor the literature review) of not more than 25 double-spaced pages in Times New Roman 11-point font (or a representative 25-page excerpt from a longer chapter). The chapter must be in English, though quotations may be in other languages (with translations provided). Your chapter should include footnote or endnote citations, but they must be contained within the 25 double-spaced page limit. Note that brief, in-text citations are acceptable if the work cited appears in the project bibliography.

Documents must adhere to the page limits and formatting

requirements to be reviewed.

DOCUMENT SPECIFICATIONS:

- Items **1a**, **1b**,**1c**, and **1d** must be uploaded as one continuous document.
- Item **2** should be uploaded as a separate, second document.
- Margins must be at least one inch on all sides.
- Use Times New Roman 11-point font for all uploaded documents.
- There is a 3 MB limit on the size of your upload. This means that the **combined** size of the two files uploaded, including any graphics or 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 may be in other languages (with translations provided).
- If your proposal includes non-Romance languages, please view it after uploading to be sure these characters convert properly. If not, you may 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 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 uploads, consult the FAQ/technical support before contacting OFA HELP.

INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

The proposal elements should be collated in this order—proposal, timeline, and project bibliography—and uploaded as one file. The dissertation chapter should be uploaded as a separate, second document.

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 erased.

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

 Proposal, Personal Statement, Timeline, and Bibliography:

NOT UPLOADED

Dissertation Chapter:

NOT UPLOADED

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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.

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