

The Robert H. N. Ho Family Foundation

Program Description

The Robert H. N. Ho Family Foundation Buddhism Public Scholars Fellowships in Buddhist Studies places recent recipients of the PhD in professional positions at host institutions (museums and publications) that present and interpret knowledge of Buddhist traditions. The selected Buddhism Public Scholars will use their academic knowledge and professional expertise to bolster the capacity of host institutions in the area of Buddhist art and thought in any tradition and location where Buddhism is practiced. We expect the Buddhism Public Scholars initiative to nurture mutually beneficial partnerships between scholars and hosts that will help disseminate knowledge of Buddhist traditions to broad publics.

Buddhism Public Scholars will:

- Take on substantive, intellectually meaningful responsibilities at cultural institutions
- Receive compensation of up to \$75,000 and health insurance at US-based host institutions and receive an award of up to 57,000 GBP at the Courtauld Institute of Art
- Begin one-year positions in September 2025, with the option to renew for another 12-months

Host institutions will:

- Benefit from the scholar's knowledge and professional capacities, including cultural competencies, and strong skills in writing, project management, and problem-solving
- Guide the scholar's contributions to ongoing projects or to the design of new ones
- Provide oversight and access to requisite resources
- Encourage and enable networking and mentorship

AWARD DETAILS

- Tenure: 12 – 24 months beginning in September 2025
- **For US-based host institutions:** Compensation equivalent of up to \$75,000 plus health insurance. The typical breakdown is:
 - \$65,000 paid through institution's payroll system (subject to payroll taxes and deductions)
 - Up to \$5,000 for relocation and up to \$5,000 for research, travel, home office expenses, or professional development paid by ACLS directly to the scholar
- **For the Courtauld Institute of Art:** A total award of up to 57,000 GBP. The typical breakdown is:
 - Up to 48,000 GBP paid through institution's payroll system
 - Up to 3,800 GBP for relocation and up to 5,200 GBP for research, travel, home office expenses, or professional development paid by ACLS directly to the scholar

ELIGIBILITY

- **Applicants must hold a PhD** in the [humanities or interpretive social sciences](https://www.acls.org/faqs/acls-faq/) (<https://www.acls.org/faqs/acls-faq/>) from an [accredited university](#).
 - An applicant must hold a PhD conferred between September 1, 2019 and June 30, 2025.

- If the PhD is not conferred (officially awarded) before the application deadline, finalists will be asked to submit a letter from the scholar's graduate school confirming that the dissertation has been submitted and approved by the graduate school for conferral according to the university calendar. The scholar is responsible for submitting the dissertation on time in order to meet this requirement.
- **Applicants must be authorized to work in the country in which the host institution is located:**
 - **Applicants to US-based host institutions** must be authorized to work legally in the United States for the duration of the initial 12-month fellowship term. This includes Indigenous individuals residing in the United States through rights associated with the Jay Treaty of 1794, and those who hold DACA status, Temporary Protected Status, political asylee or refugee status, and other non-permanent status. Neither ACLS nor the host institution will sponsor scholars for visas.
 - **Applicants to the Courtauld Institute of Art (UK)** must have the right to work in the United Kingdom. Neither ACLS nor the host institution will sponsor scholars for visas.

APPLICATION GUIDELINES

- Completed applications must be submitted through this website no later than 9:00 PM Eastern Standard Time on January 23, 2025.
- Each applicant may apply for **up to two** of the available positions, indicating which is the first preference.

Applications must include:

- A completed application form, including a short statement of interest to explain your interest in careers outside the academy and where you see yourself professionally five years from now.
- A cover letter tailored to each selected position and addressed to the host institution (no more than one single-spaced page in Arial or Helvetica 11-point font). Applicants applying for two positions will submit two distinct cover letters.
- A resume (no more than one single-spaced page in Arial or Helvetica 11-point font). Applicants applying for two positions will submit two resumes.
- A writing sample (no more than five double-spaced pages in Arial or Helvetica 11-point font).
- Two letters of recommendation, which should address the applicant's knowledge of Buddhist traditions, professional competencies, and the fit with the position selected. Applicants applying for two positions will submit two letters of recommendation for each position selected.

EVALUATION CRITERIA

Selection and placement will take place in three stages. The first stage is an initial review of eligibility and other criteria. Finalists emerging from the first stage will be interviewed by the host institution. In the third stage, ACLS will match the preferences of the hosts with the preferences of the applicants and present nominees for positions to the hosts.

The initial review will evaluate applications based on:

- Knowledge of Buddhist traditions and disciplinary competence
- Demonstrated ability to connect academic and non-academic skills and capacities to the responsibilities of the applicant's selected position(s)
- Applicant's academic and extra-academic accomplishments
- The capacity of an award to advance The Robert H. N. Ho Family Foundation Global's interest in presenting and interpreting Buddhist knowledge, traditions, and cultures to the broader public

PARTICIPATING HOST INSTITUTIONS

Prospective applicants should read through full job descriptions, including information on the host institutions, the positions, and requisite qualifications, on the [ACLS website](https://www.acls.org/competitions/the-robert-h-n-ho-family-foundation-buddhism-public-scholars/) (<https://www.acls.org/competitions/the-robert-h-n-ho-family-foundation-buddhism-public-scholars/>). Each applicant may apply to up to two positions, indicating which is first priority. This year's host institutions are:

1. American Museum of Natural History (New York, NY)
2. Detroit Institute of the Arts (Detroit, MI)
3. Minneapolis Institute of Art (Minneapolis, MN)
4. Richard C. Rudolph East Asian Library, University of California, Los Angeles (Los Angeles, CA)
5. The Courtauld Institute of Art (London, United Kingdom)
6. Wisdom Publications (New York, NY)

Applications for these positions are accepted solely through the Buddhism Public Scholars program. Only complete applications, submitted through this website by 9:00 PM Eastern Standard Time on **January 23, 2025**, will be considered.

Please do not contact any of the host organizations with questions. Questions should be directed to BuddhistStudies@acls.org (<mailto:BuddhistStudies@acls.org>). Please read the [FAQ](https://www.acls.org/faqs/faq-the-robert-h-n-ho-family-foundation-program-in-buddhist-studies/) (<https://www.acls.org/faqs/faq-the-robert-h-n-ho-family-foundation-program-in-buddhist-studies/>) (Frequently Asked Questions) before making inquiries.

NOTE For the purpose of this competition, the humanities or interpretive social sciences include, but are not limited, to:

- Anthropology
- Archaeology
- Art and architectural history
- Ethnic studies
- Film
- Gender Studies
- Geography
- History
- Languages and literatures
- Musicology
- Philosophy
- Psychology (excluding clinical or counseling psychology)
- Religious studies
- Rhetoric, communication, and media studies
- Sociology
- Theater, dance, and performance studies

PhDs in social science fields are eligible only if they employ predominantly humanistic approaches (e.g., law and literature, political philosophy, history of psychology). PhDs in interdisciplinary and cross-disciplinary humanistic studies are welcome.

The Buddhism Public Scholars program does not accept applications from candidates holding PhDs in any field of pre-professional or applied study OR:

- Business
- Clinical or counseling psychology

- Creative writing
- Education
- Filmmaking
- Journalism
- Law
- Library and/or information sciences
- Performing arts
- Public health
- Public policy or public administration
- Social welfare
- Social work
- Urban planning

While the pursuit of degrees in such fields often involves engagement with the humanities, this program aims to promote the value of humanities disciplines that have not traditionally been recognized as preparatory for careers beyond the academy.

Master’s degrees, even if they are the terminal degree in the field, will not be accepted as substitutes for the PhD. If you have questions about your eligibility, please contact BuddhistStudies@acsls.org (BuddhistStudies@acsls.org). For more information about eligibility, visit the [program](https://www.acsls.org/Competitions-and-Deadlines/The-Robert-H-N-Ho-Family-Foundation-Program-in-Buddhist-Studies?cmscontentchanged=true#bps) (https://www.acsls.org/Competitions-and-Deadlines/The-Robert-H-N-Ho-Family-Foundation-Program-in-Buddhist-Studies?cmscontentchanged=true#bps) page.

Prospective applicants should read through all of the positions listed on the [ACLS website](https://www.acsls.org/Competitions-and-Deadlines/The-Robert-H-N-Ho-Family-Foundation-Program-in-Buddhist-Studies?cmscontentchanged=true#bps) (https://www.acsls.org/Competitions-and-Deadlines/The-Robert-H-N-Ho-Family-Foundation-Program-in-Buddhist-Studies?cmscontentchanged=true#bps) before choosing up to two from the drop-down menus below. Once you select a position and click the Continue button **you will not be able to alter your selection(s)**.

Prospective applicants should read through all of the positions listed on the ACLS website (https://www.acsls.org/Competitions-and-Deadlines/The-Robert-H-N-Ho-Family-Foundation-Program-in-Buddhist-Studies?cmscontentchanged=true#bps) before choosing up to two from the drop-down menus below. Once you select a position and click the Continue button **you will not be able to alter your selection(s)**.

Select Position 1:

Select Position 2 (optional):

Continue

Eligibility

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.

Eligibility Check

1. Are you legally authorized to work in the country of the host institution(s) you are applying to? For applicants to the Courtauld Institute of Art, you must have the right to work in the United Kingdom.

Yes No

2. Do you require sponsorship for a work visa application?

Yes No

3. Was your PhD degree conferred between September 1, 2019 and June 30, 2025?

Yes No

4. Will your degree be conferred by the application deadline, and if not, are you prepared to submit a letter from your graduate school confirming that the dissertation has been submitted and approved by the graduate school for conferral according to the university calendar if you reach the finalist round?

Yes No

[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 **9:00 PM Eastern Standard Time on January 23, 2025. You must complete the REFERENCE LETTERS section by this time; your letter writers will have until January 30, 2025, 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 9:00 PM, Eastern Standard Time on January 23, 2025, 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 documents. You can print your application until April 15, 2025.

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, and grammar. (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.
7. Please avoid using non-Roman characters in the application form as the system cannot process certain characters. Our selection committees understand the technical limitations of the system. Within the Proposal Upload, you may use non-Roman characters, but please view it after uploading to be sure these characters convert properly.

C. HOW TO GET HELP

1. If you have questions about the application process, please consult [FAQ](https://www.acls.org/faqs/faq-the-robert-h-n-ho-family-foundation-program-in-buddhist-studies/) (https://www.acls.org/faqs/faq-the-robert-h-n-ho-family-foundation-program-in-buddhist-studies/). If your question is not answered there, please email BuddhistStudies@acls.org (mailto:BuddhistStudies@acls.org).

Good luck with your application!

Continue

Contact Information

The information you enter in the Common Profile sections (Contact, Professional Background, Education) will be retained for this application and copied to any other fellowship or grant application you undertake in this competition year. You may edit the information in future applications; however, it will not overwrite data in previously submitted applications.

Contact Information

Salutation

Ms.

First Name

Sample

Middle Name/Initial

Last Name

Application

Suffix

Preferred Pronouns

Primary Email Address

buddhiststudies@acl.org


(should be valid through May 2025)

Mailing Information

Address

City

US State, if applicable

Select One 

(If your address is not within the United States, please use this field to complete the address information.)

Zip/Postal Code

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

Country

Telephone

() - , ext.

(If not United States)

Which is this address?

Home 

Save Save and Continue

Education

 Education

What is your highest level of education? (If you are a current PhD student or candidate, you must select Pursuing PhD to complete the information for your PhD program.)

- PhD
- Pursuing PhD
- Master's
- BA/BS

 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.**)

Country of PhD Institution

PhD department

PhD major discipline

Date conferred by university


 / /

(mm/dd/yyyy)

Dissertation title

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

Name of dissertation supervisor

 Master's Degree

Degree received from

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

Select a degree

Date degree received

 /

(mm/yyyy)

Master's degree major discipline

 BA/BS

Degree received from


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

Date received

/


(mm/yyyy)

BA/BS major discipline

 Other Degrees

List any additional degrees

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

 Languages

List up to six 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 Speaker
<input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Language	Reading	Speaking	Writing	Native Speaker	Heritage Speaker
<input type="text"/>	* <input type="button" value="v"/>	* <input type="button" value="v"/>	* <input type="button" value="v"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

Save and Continue

Professional Background

Current Position

Rank / Title

Select One 

(Please choose the most appropriate from the list. If you have no current affiliation, please select "Independent Scholar.")

If you do not hold a faculty appointment, what is the exact title of your current position?

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

Discipline

(Please indicate here the discipline in which you primarily publish, research, and/or teach. This may be included in an academic title, if you hold one, for example Assistant Professor of French Literature, Lecturer of Philosophy, etc. Write only the name of your discipline, not your 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.**

Country of Institution

Date you began this position

 /

(mm/yyyy)


**Second Institution
(if applicable)**

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

Date you began this position

 /

(mm/yyyy)

 **Positions Held**

List positions held (professional, teaching, administrative, curatorial), beginning with the position immediately preceding the one you currently hold. Give the name of the institution, title, and approximate dates of employment for each.

Please remember:

- use only numbers in the date fields, for example, 09/2015
- use the format mm/yyyy throughout
- where an entry continues into the present, leave the "To" field blank

Institution/Employer

Title

From

 /

To

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Institution/Employer

Title

From

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Institution/Employer

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Save Save and Continue

Statement of Interest

 Statement of Interest

The Buddhism Public Scholars program aims to demonstrate that the capacities developed in the advanced study of the humanities have value in a variety of career fields beyond the academy. Please use the space below to share your interest in careers outside the academy, including where you see yourself professionally five years from now. Please describe both the nature of the work you would like to be doing as well as the kind of environment in which you hope to work. Your answer may be very general or quite specific. You should describe how the position(s) to which you are applying align with your overall career goals.

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

Save Save and Continue

Administrative Information

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. Thank you for helping ACLS better understand the community we serve through this fellowship program.

Administrative Information

List any pending employment applications (jobs and post-doctoral fellowships you applied for). You can list up to eight. Please list any for which you have advanced to subsequent hiring stages and/or the eight that you feel are most representative of your current career ambitions.

Position

Select One 

Institution/Employer

Application Date

 /

(mm/yyyy)

Remarks


Add Record

ORCID iD (Optional)

ORCID iD

ACLS encourages all applicants to provide an ORCID iD as part of their application. Learn more (<https://www.acls.org/FAQ/ACLS-Fellowships>).

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

 Demographic Information

Date of birth

/ /

(mm/dd/yyyy)

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 impairment?

Select 

Are you legally authorized to work in the United States?

Select ▼

Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status, etc.) to work legally in the United States at any point during the fellowship (September 1, 2025 through August 31, 2026)?

Select ▼

Do you have the right to work in the United Kingdom?

Select ▼

 **Learned Society Information**

1. How did you learn about The Robert H. N. Ho Family Foundation Buddhism Public Scholars Program? (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 Italian Studies
- 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

- Dance Studies Association
- 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
- Modern Language Association
- National Communication Association
- National Council of Teachers of English
- National Council on Public History
- National Women's Studies Association
- North American Conference on British Studies
- North American Victorian Studies Association
- 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
- 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 Social Studies of Science (4S)
- 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
- World History Association

ACLS Affiliates

- Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA)
- Association of American Colleges and Universities
- 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 Emerging Voices Fellowship
- ACLS Leading Edge 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
- The Summer Institute for the Study of East Central and Southeastern Europe
- African Humanities Program
- CCK Comparative Perspectives on Chinese Culture and Society

Save Save and Continue

Proposal Upload

Proposal Upload

To complete your application package, in addition to the application form, you must upload a cover letter, resume, and writing sample. **In order to be reviewed, documents must adhere to the specified page limits and formatting. Note: If you are applying to two host institutions, you will upload separate application packages.**

1) COVER LETTER

Each cover letter must be tailored to each selected position and addressed to the host institution. Applicants applying for two positions will submit two distinct cover letters. **Do not exceed one single-spaced page in Arial or Helvetica 11-point font.**

2) RESUME

You must upload a resume for each position. You may upload the same version of your resume for each, or you may choose to tailor your resume for each position. Please note that we request a resume, which is not the same as a curriculum vitae. **Do not exceed one single-spaced page in Arial or Helvetica 11-point font.**

3) WRITING SAMPLE

You must upload a writing sample for each position. You may upload the same writing sample for each, or you may choose to use different writing samples. **Do not exceed five double spaced pages in Arial or Helvetica 11-point font.**

4) DOCUMENT SPECIFICATIONS:

- Items **1, 2, and 3** must be uploaded as one continuous document.
- Margins must be at least one inch on all sides.
- Use Arial or Helvetica 11-point font for all uploaded documents.
- There is a 3 MB limit on the size of your combined upload.
- 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-Roman 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.

- **Please adhere to the word-count and page limits listed above.** Note: The .pdf conversion process can cause some slight formatting changes. If your converted document exceeds the limit only slightly (but your original document did not), please do not be concerned.
- If you have difficulty with your upload, consult the FAQ/technical support (<https://ofa.acls.org/programs/faq/?sid=Mhva!peDbNLqdTuPOL4CS0FGcBI!DGioqOINPHCMOryfa3StYd13TKOozl@!3KMBVNuTuMxUkyKGuLcm3um>) contacting OFA HELP.

5) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

Your items should be collated in this order— cover letter, resume, and writing sample —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 buttons below will allow you to upload your documents. You will be able to browse your computer system to select the file to be uploaded. When you have completed the upload, your file name should appear under "FILE UPLOAD STATUS" below as a blue link. You can confirm that the file has uploaded successfully by clicking on the blue link and viewing your file. Sometimes the process takes a little time: if your file name does not appear as a blue link, refresh the screen using the refresh button in your browser tool bar, or simply leave this screen and come back to it.

As long as your application is still "In Process," you can upload revised versions of your 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 Document" the revised version will be recorded and the old version erased.

Detroit Institute of the Arts (Detroit, MI)

Cover letter, resume and writing sample:

 Select
 NOT UPLOADED

The Courtauld Institute of Art (London, United Kingdom)

Cover letter, resume and writing sample:

 Select
 NOT UPLOADED

[Upload File](#)

[Continue](#)

Reference Letters

Reference Letters

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

The online reference process requests referees to comment on the applicant as a scholar and professional and on the specific proposal to ACLS. Referees are asked to evaluate the scholar's ability to conduct and complete the project proposed, as well as the importance of this project within the general and specific field(s) to which it relates.

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.

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

- Tell your referees to expect an email from ACLS.
- Make absolutely certain you have the correct email address for each referee.
- Enter each referee's name and email address by clicking on the "Add Recommender" button 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 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 letters submitted will be the letters on file in support of your application.** Once two letters have been submitted, another referee attempting to submit a letter for you will be prevented from doing so. Be careful not to put anyone in this situation.

If you learn that your referee did not receive an email with instructions, enter the information again using the "Add Recommender" button below to have the email sent again. You will not be able to enter the information again, however, if the referee has begun your letter.

Letters of reference are due by January 30, 2025. It is your responsibility to check online to see whether letters have been submitted. The system will continue to accept letters after the deadline and will add them to your application at the earliest possible time, though we cannot guarantee that they will accompany your application through our entire review process.

You may wish to print this page so that you have this information after the application deadline. This page will not be included as part of your view/print application.

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

Add Recommender **Continue**

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 for both positions (if applicable)

We suggest that you view and/or print your application (/programs/buddhistps/print/?sid=j!gvDEoJrbqMjBn8nNqGI@tnxiQEYZTGQq4lhCoLVDJHkNKMBZrhGEFG4Qjy0Pifl8fL6@p4ZbStpEzkCk@qnv2BHI8XV one last time before submitting it since **no revisions are allowed after submission**. Your view/print (/programs/bud sid=8GE@7ly2oRHmf32NS@yIflyAYDAKqY7zGxTAq9rseb!oZhiRQGoYwoWQCyvGjV4OGAZ6eZPgMomQ!Jdrdo1a2kDKO 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.

SUBMIT APPLICATION