

FORD FOUNDATION FELLOWSHIP PROGRAMS

Administered by the National Research Council
of the National Academies

Postdoctoral Fellowships

2015 Application Instructions

Please review the program announcement regarding fellowship eligibility requirements before proceeding with your application.

Important: Check the Data Review Page in the on-line system frequently to review the completeness of your application. Incomplete application will not be evaluated. If you need assistance completing your application, consult the help screens that are provided throughout the application. Links located on the left hand navigation bar provide information concerning specific items. See the Instruction Link, the Suggestion Link, and the Help Links available on most pages.

November 14, 2014: Application submission deadline is 5:00 p.m. Eastern Standard Time. Application must include the essential elements listed below in boldface.

January 9, 2015: Deadline for upload of academic transcripts, letters of recommendation and host institution letter. Supplementary materials in support of application must be uploaded by 5:00 PM Eastern Standard Time on this date. Essential supplementary elements are listed below.

Early April 2015: Notification of competition results provided to all applicants.

The Postdoctoral Fellowship is meant to enhance the professional career of a scholar who is within seven years of the Ph.D. or Sc.D. and who aspires to a career as a teacher and researcher. The purpose of the program is to enhance diversity in higher education and to benefit the educational experiences of all students.

If you have questions about the fellowship, the eligibility guidelines, or the application process, contact:

Fellowships Office / Keck 576

National Research Council of the National Academies

500 Fifth Street, NW

Washington, DC 20001

E-mail infofell@nas.edu

Phone: 202-334-2872

Fax: 202-334-3419

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General Guidelines:

- Provide all information requested on application forms. Failure to do so may affect your eligibility and delay the processing of your application.
- Specific instructions appear in the “help” pages provided. Also refer also to the Suggestions from Reviewers document.
- Proofread all texts carefully. The online application will automatically insert your name and the page number, so do not include headers and footers in uploaded texts.
- Adhere strictly to stated page limits. Double-space all essays using one of the following standard fonts in 12pt. or larger: Times New Roman or Arial (Windows), Helvetica (Mac), or Geneva (Mac). The system will not permit you to upload documents that exceed stated page limits.
- Save each essay or list as a separate document in a PDF (.pdf) file format. All documents must be in .pdf format before attempting upload.
- All application materials must be submitted in English.
- Application materials become the property of the National Academies and will not be returned. Retain copies of all application materials for your personal records.
- Please use the content and technical support links provided in the online application to contact the Fellowships Office if you require special assistance during the application process.

Audience: College professors and researchers in your broad field of study. Reviewers may have to read applications outside their area of specialization. Avoid technical jargon. Most award recipients submit carefully prepared applications. Most have consulted with their professional colleagues and proposed host institution prior to submitting their applications. Competitive applications are consistent in content and appearance, and the goals stated within are in alignment with the goals and objectives of the fellowship program. Since these are one year awards, proposed plans of study should state goals that are attainable within that time frame.

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The following materials are to be submitted by 5:00 PM Eastern Standard Time on November 14, 2014. **Items listed in boldface are required:**

- **Personal information, contact information, educational background** (names of all post-secondary institutions attended, years attended, degrees received),
- **Names and contact information of four professors or colleagues who will upload a letter of reference on your behalf),**
- **List of Scholarly Productivity; Publications and Presentations:**
Prepare a file that lists all Presentations, Publications and Posters for the last five years. List items in three sections in the following order:
 - Presentations in reverse chronological order
 - Publications in reverse chronological order
 - Posters in reverse chronological order (poster presentations should be indicated with (poster) in the entry.
- **Abstract of Dissertation** (one page limit, double-spaced),
- **Abstract of Proposed Plan of Study or Research** (one page limit, double-spaced),
- **Personal Statement:**
Prepare a personal statement (two page limit, double-spaced) that:
 1. describes your personal background, experience, and commitment to the goals of the Ford Foundation Fellowships Program. Refer to **all** appropriate criteria for selection mentioned in the program brochure.
 2. describes past and ongoing community service efforts, such as:
 - tutoring and mentoring students in challenging environments,
 - participation in housing or public service projects,
 - leadership and organizational skills that benefit a larger communityActivities described might include campus-based student activities, language teaching, or involvement in professional organizations that serve the community.

Note anything in your background that speaks to your unique perspective:

- member of a group designated by the Ford Foundation Fellowships Program as currently underrepresented in the American professoriate,
- member of another underserved group,
- first person or generation in family to achieve college degree or seek advanced degree.

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Make reference to teaching methods and academic interests that are inclusive and sensitive to diversity. Cite any success that can be attributed to using new techniques to create an inclusive and respectful teaching and learning environment. Describe personal goals, both long standing and future-focused, that involves increasing understanding in the college or university setting and in the broader context.

You might mention employment that demonstrates a longstanding commitment to diversity and depth of understanding of a multi-cultural society. Efforts to improve access and opportunity for all, particularly in one's local community (neighborhood, place of worship, geographic region) may also be included.

Double-space using one of the following standard fonts in 12pt. or larger: Times New Roman or Arial (Windows), Helvetica (Mac), or Geneva (Mac). Save the file in PDF (.pdf), Word (.doc) or Rich Text File (.rtf) format. The on-line system will not permit you to upload text in excess of the maximum two pages (double-spaced) limitation.

- **Statement of Previous Research** (two page limit, double-spaced),
- **Proposed Plan of Study or Research and Long-Range Career Plans** (three page limit, double-spaced, avoid technical jargon), and
- **Annotated bibliography** (two to three sentences each for no more than ten key sources related to your research; include both primary and secondary sources).

Supplementary materials – DEADLINE STRICTLY ENFORCED- January 9, 2015:

- **Ph.D. or Sc.D. transcript showing all Ph.D. courses taken, final grades for each course and date of award of the Ph.D. degree.** Note: Postdoctoral fellowship applicants whose Ph.D. degree has not been conferred by November 14, 2014 must also submit the official NRC Verification of Doctoral Degree Attainment form attesting that the applicant has met all requirements for the Ph.D./Sc.D. degree including successful defense of the dissertation by November 14, 2014. Print out the form and submit it to your department chair or adviser at your institution for signature. Once signed, save the form as the final page of your Ph.D. transcript file and upload the final .pdf to your fellowship application before the January 9, 2015 supplementary materials deadline.¹

¹ Unofficial transcripts or grade reports for the Ph.D. or Sc.D. study are acceptable for the review; however, if offered a fellowship award, applicants will be required to submit official transcripts to verify the accuracy of the uploaded transcripts or grade reports. All transcript documents must be in reduced .pdf file format (4MB maximum) prior to upload. It is the responsibility of the applicant to ensure transcript legibility and degree attainment dates after document upload.

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- **Letters of Recommendation** (All letters must be submitted electronically. Inclusion of four letters is highly recommended; however, applications with less than the minimum of **THREE** letters submitted **WILL NOT** be reviewed; **THIS MINIMUM WILL BE STRICTLY ENFORCED**) and
- **Host letter** (Stating willingness of the institution to serve as the applicant's fellowship host site).

Reference Information:

- Provide the name, address, e-mail address, and telephone number for each faculty member or researcher who will submit a letter on your behalf.
- Supply reference writers with your Proposed Plan of Study and Research.
- When you use the online system to notify each reference writer, a message will be sent directly to him/her with instructions for uploading a letter of reference electronically.
- Letters must be uploaded using our system by January 9, 2015. Check on completeness of your application throughout the application process using the Data Review function provided in the online application system.

Uploads:

Prepare an individual file for each upload requested for the application. Double-space using one of the following standard fonts in 12pt. or larger: Times New Roman or Arial (Windows), Helvetica (Mac), or Geneva (Mac). Save each file individually in .pdf file format prior to attempting to upload to your application. Do not exceed the stated page limitations for each document upload. If the Fellowships Office identifies plagiarism in any of the submitted application materials, the application will be withdrawn from the competition.

Abstract of Dissertation

Prepare a file that provides a one-page abstract of your dissertation, double-spaced in 12-point type or larger. The online system will not permit you to upload documents that exceed the maximum of one page, double-spaced.

Abstract of Proposed Plan of Study or Research

Prepare a file that provides a one page abstract of the proposed plan of study or research, double-spaced in one of the described fonts in 12-point type or larger. The online system will not permit you to upload documents that exceed the maximum of one page, double-spaced.

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Proposed Plan of Study or Research

Prepare a three page document file that describes the proposed plan of study or research you would expect to undertake if awarded a fellowship. Explain how the completion of the plan furthers your long-range career goals and assists you in making further contributions to your field. Explain in detail how your choice of fellowship institution will enhance your plan. If your research requires specific permissions from your host institution, be sure to indicate that you have received them. Include a time line for project completion. The online system will not permit you to upload a document that exceeds the maximum of three pages, double-spaced.

Annotated Bibliography

Please provide an annotated bibliography (two to three sentences each for no more than ten key sources related to your research; include both primary and secondary sources).

List of Presentations, Posters, and Publications (optional)

Prepare a file that list presentations, posters, and publications for the last five years. List items in the following order:

- Presentations in reverse chronological order
- Posters in reverse chronological order
- Publications in reverse chronological order. Use the format appropriate to your discipline, e.g., MLA Style Sheet, Chicago Manual of Style, etc.

Host Letter

Request that your proposed host institution submit a letter endorsing your prospective affiliation. The letter should demonstrate that you have made the necessary contacts that will enable you to take advantage of the proposed research site, including any formal permission necessary to conduct the research. If possible, ask that the letter provide information on the advantages that this site will provide in facilitating the completion of your work. **If a representative of the host institution is writing both a host letter and a letter of reference, please ask her/him to write separate letters for each.**

Letters of Recommendation

(All letters must be submitted electronically. Inclusion of four letters is highly recommended; however, applications with less than the minimum of **THREE** letters submitted **WILL NOT** be reviewed; **THIS MINIMUM WILL BE STRICTLY ENFORCED**):

- Provide the name, address, e-mail address, and telephone number for each colleague or mentor who will write a letter of reference on your behalf.
- Each of the four individuals writing reference letters should have current knowledge of your academic and professional experience and ability and be familiar with your specialized field of research and with your proposed research plan.

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- At least one letter should be written by a colleague in your current institution who has had an opportunity to observe your teaching ability, such as your department chair, division chair, or dean.
- Others may be selected outside of your own institution, e.g., recognized authorities in your field with whom you are well acquainted, individuals in closely allied fields, or your thesis adviser.
- You may submit more than four references if desired, but no more than six.
- If a representative of the host institution is writing both a host letter and a letter of reference, please alert them to the fact that they will be submitting two individual letters on your behalf.
- Provide each reference writer with a copy of your Proposed Plan of Study or Research, your Personal Statement and your annotated bibliography.
- Letters must be uploaded to our system by 5:00 PM Eastern Standard Time on January 9, 2015. You may monitor the receipt of reference letters using the Data Review function provided in the online application system. You may wish to remind your reference writers if you see that your file remains incomplete. Applicants can re-notify letter writers at will through their online application.
- We will not accept reference statements on file at colleges and universities in lieu of an individual letter that directly addresses your application for the Ford Foundation Fellowships program.