Applications that do not adhere to the following guidelines will not receive consideration.
In additional to filling in the application form via Interfolio, applicants must upload all the following documents:

1. A proposal [**Not to exceed three (3) single spaced pages in a standard 12 pt font with 1" margins**. Applications exceeding the page limit or violating the format instructions will not be reviewed].
2. A bibliography (1 page)
3. A CV (2 page)
4. Two letters of reference

Applicants submitting translation, database, or creative projects should also provide samples of their work, as described below.

Guidelines:

1. **Proposal:** The proposal describes the substance of the project and its scholarly contribution. Because some evaluators will not possess specialized knowledge of the proposed field of study, the description should be free of jargon. It should include the following elements:
    a. *Research Contribution and Wider Significance*: Describe the basic ideas, problems, works, or questions the study will examine, and the intellectual contribution of the proposed project. Explain how the project is distinctive, and how it challenges and/or expands upon existing work in the relevant field. In addition, and especially in cases where the subject of the study might appear narrow or obscure, the proposal should show the project's larger significance.
    b. *Methods and Work Plan*: Is the project in the beginning stages or well under way? Outline a proposed schedule or plan of work that the applicant will follow during the grant. When applicants propose projects for books, panelists generally find it helpful to review a tentative chapter outline that suggests the direction the work will take.
    c. *Audience and Distribution*: For what audience are the results of the study intended? What kind of product is planned?
    d. *Competences and Resources*: What is the applicant's competence in the skills, techniques and/or languages needed for the study? What materials will be used? What is the likelihood of access to archives, collections, or institutions with necessary resources?
2. **Bibliography:** The applicant should include a **one-page** list of publications by other scholars, or primary materials that the applicant has used or plans to use and that are relevant to the project. This list of readings and resource materials is vital because reviewers use it to determine applicant's preparation in the subject, the applicant's interests, and the approach to the topic.
3. **CV:** The CV should be in concise, outline form, should not exceed **two pages** in 12

pt. font and should include:

a. Applicant's education, including titles of any theses or dissertations, and dates when degrees were awarded;
b. Record of employment, current position, whether it is part-time or full-time, and whether and when the current contract will end;
c. List of publications—for journal articles and book chapters, include page numbers;
d. List of awards and grants received in the prior decade, including source, dates of tenure, dollar amount, and terms of such awards and grants.

4. **Reference Letters:** Request two signed **(2) letters (no more)** of reference to be sent directly by the **referee** to the Humanities Institute through Interfolio no later than February 1st. No more than one referee should be from the applicant's own institution and no more than one should be from the applicant's dissertation committee. The referee's title and address must be included. Reference letters should provide important information about the applicant and the specific fellowship proposal, including the project's significance to the field, its intended audience, the likely outcome, the general quality of the applicant's work, and the applicant's ability to carry out the project successfully. It is the applicant's responsibility to:
    a. Send the full proposal to each referee;
    b. Request letters from referees through Interfolio;
    c. Have letters of recommendation written in a foreign language translated into English.
5. **Edition/Translation Sample:** Applicants submitting editions or translations should include a **two-page** sample. One of the two pages should be a copy of the original; the other should be the same material as edited or translated by the applicant.
6. **Database Sample Entry:** Applicants submitting database projects should include on a **single page** a sample entry showing the proposed format and contents.
7. **Creative Work Sample:** Applicants submitting creative projects should supply a two-page sample.