

# FORD FOUNDATION FELLOWSHIP PROGRAMS

Administered by the Fellowships Office of the National Academies

## Predocctoral Fellowships

### 2013 Application Instructions

**Please review the program announcement carefully for the eligibility requirements before proceeding with your application.**

Preparing a competitive application is a time consuming process; therefore, you should read the **program brochure** thoroughly to be certain that you are eligible to apply.

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 instructions link, the Suggestions link, and the Help links which are available on most pages.

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

**Fellowships Office/Keck 576  
National Research Council  
of the National Academies  
500 Fifth Street, NW  
Washington, DC 20001  
E-mail: [infofell@nas.edu](mailto:infofell@nas.edu)  
Phone: 202-334-2872  
Fax: 202-334-3419**

#### Schedule and Deadlines

**November 14, 2012:** Application submission deadline at 11:59 pm, Eastern Standard Time

**January 9, 2013:** Deadline for uploading letters of recommendation, academic transcripts and the Verification of Predocctoral Status form (applicable only for applicants who are already in a Ph.D. or Sc.D. program as of fall 2012)

**January 9, 2013:** Deadline for receipt of GRE General Test scores (for applicants who are not yet admitted into Ph.D./Sc.D programs; see GRE Info Sheet for details)

**Early April 2013:** Notification of competition results provided to all applicants

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### General Guidelines:

- Provide all information requested on the application web pages. Failure to do so may affect your eligibility and inclusion of your fellowship application in the review. Specific instructions for filling out each application web page appears on the individual pages themselves
- Also refer to the **Suggestions from Reviewers** help document. All documents uploaded to the fellowship application must be saved in .pdf file format prior to upload. Proofread all texts carefully. The online application will automatically insert your name and a generic document title to each page of all uploaded essays, so due to page limitations for essays, we suggest you do not include headers and footers in uploaded documents
- You will not be allowed to exceed the suggested 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)
- All application materials must be written in English. Application materials become the property of the National Academies and will not be returned. Retain copies of all documents for your personal records.

### Audience:

College professors and researchers in your broad field of study. Reviewers may have to read applications outside their specialization. You should therefore avoid technical jargon.

Most awardees are careful in the preparation of their applications and have consulted with their advisers and mentors. Invariably, their applications have been consistent in their content and appearance, and the goals stated have been in alignment with the objectives of this program.

In order to be reviewed, the on-line application must be submitted by 11:59 PM (EST) on November 14, 2012. Supplementary materials must be received in the Fellowships Office by January 9, 2013. **All items listed below in boldface are required.**

### Online Application – Deadline: November 14, 2012

- **Personal information, contact information, educational background** (names of all post-secondary institutions attended, years attended, degrees received)
- list of any honors, awards, fellowships and employment
- **Essay describing proposed plan of graduate study and research (two-page limit, double-spaced)**, avoid technical jargon. Note: while limited citations in your proposal are encouraged, please be advised that they will be included in the total page count
- **Statement of previous research (two-page limit, double-spaced)**
- **Personal statement (not to exceed two pages, 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

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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 community

Activities 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 Fellowship 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

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 involve increasing understanding in the college or university setting and in the broader context.

You might mention employment that demonstrates a long-standing 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.

- **Names and contact information of 4 professors who will upload a letter of recommendation on your behalf. A minimum of 3 letters are required for an application to be included in the review; however, submission of 4 letters is highly recommended. If in graduate school, at least one letter should be the faculty advisor or other faculty member in your current department.**

## SUPPLEMENTARY MATERIALS

**STRICTLY ENFORCED DEADLINE – January 9, 2013**

The following transcripts must be uploaded to the fellowship application<sup>1</sup>

- **Baccalaureate degree transcript showing all courses taken, final grades for each course, date of award of the baccalaureate degree, or undergraduate work completed prior to fall 2012 for those who have not yet completed a baccalaureate degree**
- **Graduate school transcript(s):** showing all graduate work completed prior to

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<sup>1</sup> Unofficial transcripts or grade reports 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 saved in reduced .pdf file format (4MB file size limit) prior to upload.

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fall 2012. Applicants who recently entered graduate school in fall 2012 should upload a graduate transcript that indicates grades received for the fall 2012 term. If this is not possible, a letter from the graduate institution attesting to progress made should be uploaded in its place.

- **Letters of recommendation:** All letters must be submitted electronically through the web application. Submission of four letters is highly recommended. Applications with less than the minimum of **THREE** letters submitted **WILL NOT** be reviewed. **THIS MINIMUM WILL BE STRICTLY ENFORCED.** If in graduate school, at least one letter should be the faculty advisor or other faculty member in your current department.
- **Verification of Predoctoral Status Form<sup>2</sup>** to verify that an applicant already enrolled in a Ph.D or Sc.D program requires a minimum of three years study to complete their Ph.D./Sc.D degree as of the 2013 fall semester, and at least one of the three years must be comprised of full-time course work.
- GRE General Test Scores<sup>3</sup> for those who are not yet admitted into a Ph.D/Sc.D program as of the fall 2012 term.

### Personal Information

Personal information, such as date of birth, gender, and other information requested on the Personal Information page of the application will not be supplied to the application reviewers.

### Uploads:

Prepare an individual file for each upload or statement requested for the application and save it in .pdf file format prior to attempting upload. Double-space using one of the following standard fonts in 12pt. or larger: Times New Roman or Arial (Windows), Helvetica (Mac), or Geneva (Mac). If the Fellowships Office identifies plagiarism in any of the submitted application materials, the application will be withdrawn from the competition.

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<sup>2</sup> In a one-page (maximum) statement, these applicants must verify that they still require a minimum of three years to complete the Ph.D./Sc.D. degree as of the fall 2013 semester. Applicants should not provide information regarding their financial situation. Advisers must sign and submit a standard National Academies Verification of Predoctoral Status Form confirmation that the applicant requires a minimum of three years of work to complete the Ph.D./Sc.D. degree as of the fall 2013 semester, and that at least one of the three years will be dedicated to completing the course work. Applicants who are preparing to write their dissertation should apply for a dissertation fellowship. Predoctoral fellowship applicants who are determined to be at the dissertation stage will be withdrawn from the review.

<sup>3</sup> While the National Academies Fellowships Office encourages submission of GRE General Test scores for applicants who are not yet admitted into the Ph.D./Sc.D. programs for which Ford Foundation support is sought, submitting GRE scores is optional for these applicants. GRE scores should not be submitted, and will not be accepted from applicants already enrolled in Ph.D./Sc.D. programs. See the GRE Information sheet for details.

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### 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).

\*this document upload is intended as a *list* only. DO NOT include actual presentations, publications or poster documents in either abstract form or in their entirety.

Provide complete citations including page numbers in the format appropriate to your discipline, e.g., **MLA Style Sheet** or **Chicago Manual of Style**. Use one of the following standard fonts in 12pt. or larger: Times New Roman or Arial (Windows), Helvetica (Mac), or Geneva (Mac). Save the document in .pdf file format prior to attempting upload.

### Proposed Plan of Graduate Study and Research:

Prepare a document (not to exceed two pages, double-spaced) that describes the proposed plan you would expect to undertake if you are awarded a fellowship. In general, the more academic experience an applicant has, the more sophisticated the proposal should be.

- Describe clearly your chosen area of study and the research issue that interests you
- Explain why your chosen institution is especially suited to your field of study and to the type of study you wish to undertake
- Explain the relevancy of the courses you plan to take, and how they relate to your proposed plan of study and research
- State your long-range career goals
- If possible, describe the research methods and theoretical framework you plan to use
- Relate your proposed research to a larger academic community and society as a whole and explain why your study will be useful. Citations: while limited citations in your proposal are encouraged, please be advised that they will be included in the total word count for the document

Applicants may wish to ask their adviser or a professor in their discipline to review the proposed plan (especially for substance, clarity, and organization) prior to submission.

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 document in .pdf file format prior to attempting upload. The system will not allow you to upload text in excess of the maximum allowable of two pages, double-spaced.

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### Statement of Previous Research Experience:

Prepare a document (not to exceed two pages, double-spaced) that outlines any previous research you have undertaken. Review panelists consider this essay to be particularly important. If you have not carried out formal research, describe any activities that you believe have prepared you to begin research:

- Describe any research in which you have participated. You may have undertaken research as part of your coursework or outside of class in an internship or summer research program
- If you are currently engaged in research, explain the methods used and the expected results of your work

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 format prior to attempting upload. The system will not allow you to upload text in excess of the maximum allowable of two pages, double-spaced.

### Personal Statement:

Prepare a personal statement (not to exceed two pages, 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 community.

Activities 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.

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 involve increasing understanding in the college or university setting and in the broader context.

You might mention employment that demonstrates a long-standing 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.

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Double space text and use a legible font, 12-point or larger. Save the file in .pdf file format. The system will not allow you to upload text in excess of the maximum allowable of two pages, double-spaced.

**Letters of Recommendation:**

It is highly advised that **Four** letters of reference be submitted in support of the fellowship application. Applications with less than the minimum of **THREE** letters **WILL NOT** be reviewed; **THIS MINIMUM WILL BE STRICTLY ENFORCED.**

**At least one** of the four referees asked to provide a letter on your behalf should be a faculty member with whom you have worked in your present (or most recent) department. If you have entered a new graduate program in the fall 2012, request at least one letter from your faculty advisor or other faculty member in your current department. We will not accept student reference statements on file at colleges and universities in lieu of an individual letter that specifically addresses your application for the Ford Predocctoral Fellowship program.

- Provide the name, address, e-mail address, and telephone number for each faculty member or researcher who will write a letter of reference on your behalf.
- Supply reference writers with a draft of your ***Proposed Plan of Graduate Study and Research.***
- When you click the button to notify your reference writer , a message will be sent directly to her/him with a unique password and instructions for uploading a letter of recommendation electronically .
- Letters must be submitted using our online system by January 9, 2013.