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**Faculty Residential Fellowship Application & Instruction Sheet**

1. Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ E-Mail \_\_\_\_\_

Major field: \_\_\_\_\_

Citizenship: US:

Other: Country:

Resident Alien:

2. Field of Project \_\_\_\_\_

3. Descriptive Title \_\_\_\_\_

4. Description of Project:

5. Will this proposal be submitted to other funding agencies? (If yes, indicate where and when)

\_\_\_\_\_

6. Names, Titles and Affiliations of Referees:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_  
(Printed Applicants' name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



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## **Faculty Residential Fellowship Application & Instruction Sheet**

### **Goals of the Program**

Depending on funding, the UCHI offers up to eight faculty residential fellowships each academic year. Up to six of these are allocated to junior (tenure-track) and senior faculty at the University, and one or two is awarded to visiting scholars.

Fellowships are opportunities for individuals to pursue advanced work in the humanities. Applicants may be faculty or staff members of colleges or universities, and scholars and writers.

Projects may contribute to scholarly knowledge or to the general public's understanding of the humanities. Recipients might eventually produce scholarly articles, a monograph on a specialized subject, a book on a broad topic, an archaeological site report, a translation, an edition, or other scholarly tools.

Fellowships support projects that can be completed during the tenure of an award or those that are part of a long-term endeavor. Applicants need not have advanced degrees, but only scholars who have completed their formal academic training are eligible to apply. If an applicant has completed all of the official requirements for the degree and is awaiting only the formal award, the dean of the school awarding the degree must submit certification that all requirements have been met by the application deadline.

Fellowships do not support projects to study teaching methods or theories. Neither do they support surveys of courses and programs or the preparation of institutional curricula.

### **Funds, Tenure, and Conditions for Fellowships**

Tenure normally covers an uninterrupted period of from nine to twelve whole months. Fellows may hold other fellowships or grants during fellowship tenure, including sabbaticals and grants from their own institutions.

Fellows may begin tenure August 15. The latest that fellows may begin tenure is September 15.

### **Who is eligible?**

University of Connecticut tenured or tenure-track professors are all eligible to apply for UCHI internal fellowships. University or college Teachers, independent scholars or writers, or museum or library professionals are all eligible to apply for UCHI external fellowships, regardless of nationality. Applicants should have held the Ph.D. for five years or more or possess a record of professional accomplishment. Ph.D. candidates are not eligible in this fellowship category.

*Note: Applicants should note that UCHI can take no responsibility for arranging visas or negotiating with the U.S. Immigration and Naturalization Services.*

Persons whose situations do not fit into any of the above categories should explain their circumstances in a letter attached to the application.

Although the vast majority of Faculty Residential Fellowships are for one-person projects, scholars who propose to work on specific portions of larger, multiple-person projects may apply. In such cases, each application should describe the total project and the specific responsibilities of that scholar within it.

Persons who had been awarded a UCHI fellowship may reapply only after a five-year interval. Others are welcomed to reapply as they wish.

### **When is the deadline?**

- Fellowships applications must be received each year by January 15.
- Applicants will be notified of the decisions on their applications by March 15.

### **How Will Proposals Be Evaluated?**

The following criteria will be used in evaluating applications for Fellowships and Summer Stipends:

The significance of the contribution that the project will make to knowledge in the specific field and to the humanities generally

1. The quality or the promise of quality of the applicant's work as an interpreter of the humanities
2. The quality of the conception, definition, organization, and description of the project
3. The likelihood that the applicant will complete the project

### **Preparing a Proposal**

The completed application will consist of the following parts:

1. Application Cover Sheet
2. Narrative: The narrative is the only demonstration that evaluators will have of the substance of the project, the contribution it can make to humanities scholarship or teaching, and its general quality. The text must include details about the ideas, objectives, and methods of the project. A simple statement of need or intent is insufficient evidence that a project merits support. Because some evaluators will not possess specialized knowledge of the proposed field of study, the description should be free of jargon. The

narrative description of the proposed study should not exceed three single-spaced or six double-spaced typed pages. The description of the project should address the following questions.

- a) What are the basic ideas, problems, works, or questions the study will examine? What is the planned approach or line of thought? If the area is new to the applicant, what are the reasons for working in it?
  - b) Is the project in the beginning stages or well under way? What are the plans for each stage, and how does the part of the study to be done during the tenure of the grant relate to the whole? There should be 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) What contribution is the project likely to make to the humanities? Especially in cases where the subject of the study might appear narrow or obscure, the proposal should show the project's larger significance.
  - d) How will the project complement, challenge, or expand relevant studies in the field? What is distinctive about the study?
  - e) For what audience are the results of the study intended? What kind of product is planned?
  - f) What is the relationship of the project to the applicant's long-range development as an interpreter of the humanities?
  - g) What is the applicant's competence in the languages needed for the study?
  - h) What materials will be used? What is the likelihood of access to archives, collections, or institutions with necessary resources?
3. 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.
  4. Database Sample Entry: Applicants submitting database projects should include on a single page a sample entry showing the proposed format and contents.
  5. Bibliography: Following the description of the project 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.
  6. Résumé: The résumé should be in concise, outline form and should not exceed two pages. The following information should be included:
    - a) a record of the applicant's education, including titles of any theses or dissertations, and dates when degrees were awarded
    - b) a record of employment, current position, whether it is part-time or full-time, and whether and when the current contract will end
    - c) a list of publications --for journal articles and book chapters, include page numbers

d) a list of awards and grants received since January 1, 1990, including source, dates of tenure, dollar amount, and terms of leave provided by such awards and grants. In the case of grants for purposes other than individual study and research, applicants should explain their involvement and activities.

7. **Reference Letters:** Request three letters of reference, using the reference letterform. Referees may use a copy of this form. No more than one referee should be from the applicant's own institution or from a former dissertation advisor. The referee's title and address must be included. The authors of the letters should send them directly to the Endowment.

Reference letters should provide important information about the applicant and the specific fellowship proposal. Letters should discuss 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 send the form, together with a copy of the full proposal, to each referee. It is also the applicant's responsibility to request that referees send letters of reference directly to the UCHI.

Applicants should ask referees to send reference letters as close to the application deadline as possible.

### **Application Checklist**

Include 8 copies and 1 original of:

- Signed application cover sheet
- Narrative
- For editions or translations only, a two-page sample
- For database projects only, a one-page sample entry
- One-page bibliography for the project
- Two-page résumé plus, 1 extra copy of the signed cover sheet

Do not send application materials in electronic form. Additional materials, such as books, articles, copies of course outlines, appendices, attachments, tapes, slides, etc., should not be submitted in support of applications. Transcripts and placement files should not be sent.

### **Send required material to:**

Humanities Institute  
University of Connecticut, CLAS Building  
Suite 330-312 Unit 4234  
215 Glenbrook Road  
Storrs, CT 06269-4234  
Fax: (860) 486 0304