



Notre Dame Institute for  
**ADVANCED STUDY**

**When is the application deadline?**

Applications for the 2018-2019 Fellowships at the NDIAS must be submitted online by 11:59pm (EDT: Eastern Daylight Time) on Monday, October 16, 2017.

**How will I know that I have successfully submitted my application?**

You will receive a confirmation email stating that you have successfully submitted your application.

**Why doesn't the application form recognize my preferred email address?**

It might be that you do not have cookies enabled on your browser. Cookies are necessary in order for the CAPTCHA field to operate correctly. The CAPTCHA field is found on the same page as the one on which you enter your preferred email address.

**Why do you have a CAPTCHA field on the application form?**

We use a scrambled looking word (CAPTCHA) on the form in order to prevent spam and the filing of false applications. If you have any problems with the scrambled word that needs to be entered, please make sure that cookies are enabled in your browser. By default, these are enabled in most browsers. (Some people choose to use a different browser when they have problems, such as Firefox or Chrome. Usually the problem browser seems to be Safari.)

**If I am not a United States citizen, am I eligible to apply?**

Yes; you do not need to be a United States citizen to apply for fellowships at the NDIAS. If offered a fellowship, NDIAS and the University of Notre Dame will assist an incoming fellow in requesting the appropriate United States visa, if a visa is needed.

**I would like to send my materials to you via email or in paper form. Why do I need to use your online application form?**

Because of the high volume of applications received each year, the confidential nature of the application process, and the level of review provided to each application, we utilize an online application form and submission process to ensure the expeditious processing of all applications. The online application form will facilitate many tasks automatically, such as notifying your referees that you have submitted an application and asking them to submit letters of reference on your behalf. The online application form ensures accuracy regarding your mailing address and the type of fellowship for which you are applying. Additionally, it ensures that we are working directly with your information, as you submitted. Because of these processes, we accept only online applications through the NDIAS website.

**What types of fellowships will be offered at the NDIAS for the 2018-2019 academic year?**

The Institute offers two types of fellowships: Residential Fellowships and Graduate Student Fellowships. Both are residential in nature and fellows are expected to remain in residence throughout the period of the fellowship award. An applicant for a Graduate Student Fellowship must be a matriculating graduate student and must

continue to be a graduate student for the entire fellowship period (August 2018 through May 2019). Please note: The NDIAS is not a degree-granting institution, and a graduate student applicant must already be enrolled in a program and continuing as a graduate student throughout the fellowship period.

**Do you accept applications or proposals for shared or group projects?**

We do not currently accept proposals for joint or shared projects, although the Institute is interested in this possibility for the future. Please check the NDIAS website and future calls for fellows as to when this option might be available.

**May I apply for a period less than a semester?**

Our fellowships are residential in nature, so fellows need to be present at the Institute throughout their appointment. Fellowships for periods shorter than one semester may be requested by scientists who are unable to be absent from their labs for more than a few weeks. NDIAS is interested in working with the particular needs of qualified applicants in the natural sciences. Applicants in the natural sciences who are interested in this option should indicate this need, the specific period being requested, and any specific operational needs in their fellowship application.

**How extensive should I make my bibliography?**

The bibliography will demonstrate to reviewers the range of sources you are using and your command over the subject matter of your proposal. There are only two single-spaced pages available, so you will want to showcase what you believe will demonstrate your understanding of the body of work you will be referencing in your proposed research project.

**What are the expectations of writing samples from Residential Fellowship applicants who have completed their doctoral or other terminal degrees after 2012?**

The NDIAS wants peer-reviewed articles or a book chapter as a writing sample. If no peer-reviewed article or book chapter is available for those applying in the same year as when they are receiving their terminal degree, then please upload a chapter from your dissertation.

**Must graduate students submit writing samples with their fellowship applications?**

No; graduate student applicants do not submit writing samples with their fellowship applications. This is a requirement only for Residential Fellowship applicants who have received their Ph.D. or other terminal degree within the five years prior to applying.

**Do you accept supplementary materials such as musical scores, photographs, art works?**

Yes; we can accept up to two additional pages of images, musical scores, drawings, diagrams, of up to 50MB in size. These may include sound, graphic files, or other similar supporting non-text materials.

**What are the residency requirements?**

The NDIAS values the contributions made by each fellow to the formation of a residential, multidisciplinary scholarly community. For this reason, NDIAS fellows are expected to remain in residence at the University during their fellowship, to attend and participate in the presentation of fellows' research at the twice-weekly

seminars and other periodic seminars hosted by the Institute, and to contribute intellectually to an engaging and cooperative community of scholars at the Institute. Because absences at the twice-weekly seminars weaken the collegial atmosphere and diminish the interdisciplinary contributions to the research of the presenters, fellows are asked to refrain from absences at the Institute on Tuesdays and Wednesdays as well as from any activities that interfere with the obligations of their fellowships.

**For international scholars, do you have an English proficiency expectation?**

The NDIAS expects fellows to have proficiency in English for academic purposes. The work of the Institute is conducted in English, and fellows contribute during the seminars and in discussions with fellows and other faculty here on campus. We do not require results from test scores on the English language; however, if offered a fellowship, the Institute will need to verify necessary language skills.

**Do you accept graduate students from institutions other than the University of Notre Dame?**

Yes; graduate students from universities and colleges other than the University of Notre Dame are invited to apply, and the Institute welcomes the breadth and diversity of ideas that graduate students from many institutions can bring to the NDIAS.

**Beyond having time to complete a dissertation, what are other benefits to graduate students?**

Graduate Student Fellows are full members of the institute's academic community and, like the Institute's other fellows, they are expected to perform at a high level of engagement. Graduate Student Fellows present their work to the community, participate in the twice-weekly seminars and other events of the Institute, contribute intellectually to an engaging and cooperative community of scholars, and make an intellectual contribution to the University of Notre Dame. Graduate Student Fellows are invited to consider these activities as a distinctive component in their professionalization, especially as the experience of interdisciplinary engagement and daily conversations with other members of the Institute's community may help to prepare students for their academic careers and to develop their skills for engaging a broad community of scholars following the completion of their dissertations.

**May I reapply if I have not been awarded a fellowship in a previous year?**

Yes; applicants who were not successful may reapply in any following year. Because of the highly competitive nature of fellowships each year, those reapplying with the same or a similar proposal are strongly encouraged to re-evaluate and to revise previously submitted proposals in light of the Institute's intellectual parameters.

**May I have more than one reference letter from my home institution?**

Those applying for the Residential Fellowships at the NDIAS may not have more than one reference letter from colleagues or other referees at their home institution. Successful applicants are expected to have a professional reputation and network that extends beyond their home institution and denotes the influence and stature of their work within their discipline and field(s). Graduate student applicants may request more than one letter from referees at their home institution. All applicants are reminded to coordinate in advance with their referees and to share their proposals with referees so that letters address the specific requirements outlined in the application instructions.

**Will I know when you have received my reference letters?**

As your referees submit their letters, you will be sent an automated email informing you that their letters have been received at the Institute. It is important that you provide your referees with the email address you will use when submitting your application to ensure that you receive this notification. When you successfully submit your completed fellowship application, your referees will receive an automated notification requesting them to submit letters in support of your application. If your referees submit their letters before you complete your application, they will not need to resubmit their letters.

**Will reference letters be accepted after the October 16 deadline?**

Immediately after the deadline, NDIAS staff members begin to prepare applications for distribution to review committees and external reviewers. If reference letters arrive soon after the deadline, the NDIAS staff will endeavor to link these late reference letters with their appropriate applications. However, because of the number of applications we receive and the rapidity with which we seek to distribute applications to reviewers, we cannot guarantee that this can be accomplished. Applicants are strongly recommended to inform referees of the details and deadline of the fellowship application to ensure reference letters arrive on time.

**Will I have access to the reference letters sent on my behalf?**

No; all reference letters are confidential documents.

**What are the selection criteria for proposals?**

Fellowship applications are evaluated according to the following criteria: (1) the academic strength of the proposal; (2) the clarity and compelling nature of relevant methodologies and project organization and objectives, as explained in the proposal; (3) the applicant's ability to address major questions, meta-issues, and questions of value; (4) the potential for producing significant research; (5) how the proposed research aligns with the intellectual parameters of the Institute; (6) the applicant's ability to contribute to a cooperative community of interdisciplinary scholars, as explained in their letters of reference; and (7) the significance of the research proposed by each applicant vis-à-vis other proposals submitted.

**How are fellows selected?**

Fellowship applications are evaluated with great care and undergo four stages of review and evaluation, including internal and external reviews, to ensure objectivity and consistency. Because of the numerous criteria involved in selecting fellows, application files are reviewed and evaluated by discipline-specific review committees at Notre Dame as well as by leading scholars in the respective disciplines and fields serving as external reviewers. Final review and evaluation is conducted by the Institute's Selection Committee (made up of an interdisciplinary group of scholars). This final evaluation consists of a thorough review of applications and draws upon the evaluations of internal and external reviewers. This committee is charged with making final recommendations on the selection of NDIAS fellows.

**What is the acceptance rate of applications?**

NDIAS fellowships are very competitive, with past annual acceptance rates of approximately 4%.

**When will you contact applicants with offers of your fellowships?**

We will contact finalists in the spring of 2018. After your submission, you will not receive additional letters from us during the selection process until you receive a letter in the spring informing you of the outcome of your application. After we have confirmed the entire class of fellows for 2018-2019, we will announce the incoming class via press releases and on the NDIAS website.

**What if I decide to accept another fellowship offer before I know the results of my NDIAS fellowship application?**

Please let us know if you accept an opportunity from another institution, especially if this should occur prior to the completion of our review period. If we know you will not be in a position to accept a fellowship offer from us, we can expedite consideration of other applicants.

**Do you offer deferments if I am unable to accept an offer this year for a fellowship?**

No; we do not offer deferments. Because each annual pool of applicants is unique and highly competitive and due to the manner by which we select each class of fellows, deferment is not an option. If you are unable to accept the offer of a fellowship, another highly qualified applicant will be offered the fellowship opportunity.

**If I am offered a fellowship at the NDIAS, can my salary be paid directly to my home institution?**

Yes; fellowship salaries may be paid directly to a fellow's home institution utilizing a Visiting Faculty Agreement between the two institutions. We work with home institutions for reasons of continuing faculty benefits, time-in-service and retirement accruals, and tracking of external funding by a home institution. A home institution's interest in this arrangement must be communicated to the NDIAS, as indicated in the fellowship offer materials.

**May my home institution collect indirect costs (F&A) from my fellowship salary?**

No. NDIAS fellowships are funded with internal Notre Dame funds and not through an external grant. NDIAS fellowships include no funding for indirect costs (also known as facilities and administrative costs or "F&A") and Notre Dame does not recover indirect costs (F&A) on these funds. During the term of their fellowships, NDIAS Fellows are in residence at the University of Notre Dame, live on campus, work in Notre Dame facilities, and interact with members of the Notre Dame academic community. Institutional support (including staff support, facilities, materials, housing, twice-weekly seminars, preparation and execution of the Visiting Faculty Agreement, processing appointment and payments, etc.) is provided principally by Notre Dame.

**If I am offered a fellowship, will I be able to bring my family with me?**

Yes; many of our fellows have enjoyed their experience at the Institute in the company of their families. We offer fully furnished apartment housing for our fellows arriving from outside the Michiana area. Institute staff will work with fellows with larger families to identify housing that accommodates their needs and their budgets.

**What sort of travel allowance is available to those offered fellowships?**

The NDIAS does not pay for the travel expenditures of our fellows or their families. Because we provide a stipend, tax-free housing, private office, access to University research funding, and other benefits such as

health/medical benefits (for benefits-eligible fellows), fitness facilities, and twice-weekly seminars at the Institute (including lunch), we do not fund travel to and from the Institute.

**I am not a Catholic. Will my application be considered?**

Yes; we accept applications from scholars with appropriate proposals irrespective of their religious beliefs or affiliations. Applications are evaluated based upon the strength of the proposal, the likelihood that the applicant will be able to complete the research outlined in the proposal, the applicant's curriculum vitae, and letters of reference.