



Notre Dame Institute for  
**ADVANCED STUDY**

# Residential Fellowship Application Instructions

The Notre Dame Institute for Advanced Study (NDIAS) is dedicated to fostering and supporting integrative scholarship addressing ultimate questions at the intersection of the arts, engineering, humanities, law, and formal, natural, and social sciences, especially those that transcend disciplinary boundaries. **All 2019-2020 NDIAS Fellowship applications, including letters of reference and supporting documentation, must be received at the NDIAS by 11:59 p.m. (EDT) on Monday, September 17, 2018.**

## Instructions to Complete Your NDIAS Residential Fellowship Application

If you have any questions as you complete your application, please contact Kristian Olsen, NDIAS Fellowships, Outreach, and Operations Program Manager, at [kolsen1@nd.edu](mailto:kolsen1@nd.edu).

Before proceeding, we recommend that you review the fellowship descriptions, eligibility requirements, and expectations found on the [Residential Fellowships](#) and the [Frequently Asked Questions](#) pages on the [NDIAS website](#).

Your application will be completed and submitted using Interfolio. Your application will be downloaded for internal and external reviewers and the NDIAS Fellowship Selection Committee exactly as you type it into the system. Therefore, please complete your online application carefully, with appropriate attention to spelling, case (please do not type using all capital letters), punctuation, and grammar.

The NDIAS Residential Fellowship Application must be submitted in English using Times New Roman 12-point font (or its equivalent). The application is comprised of the following:

1. completed online application form;
2. current curriculum vitae (no more than four pages);
3. proposal abstract (no more than 400 words);
4. fellowship research proposal (no more than six pages, double-spaced);
5. proposal bibliography (no more than two pages, single-spaced);
6. (optional) up to two pages of non-text materials supporting the research proposal;
7. one writing sample (from faculty residential applicants who have completed doctoral or other terminal degrees after 2013);
8. (optional) cover letter; and
9. three letters of reference (please see note on professional reference letter requirements).

In the research proposal, applicants should provide a thorough explanation of their project and its significance, including:

1. how the proposed research aligns with the intellectual parameters, mission, and goals of the Institute (please see [ndias.nd.edu/about](http://ndias.nd.edu/about));
2. preliminary objectives for the research to be conducted (this section should include an overview of the project, intended results [such as whether the research might result in a book, refereed journal article, art work, etc.], and the expected audience); and
3. the proposed work plan (including what research or work has already been accomplished, what will be done during the fellowship period, the methodology to be employed, and the organization of the scholarly project, book, or other work expected from research conducted during the fellowship).

N.B.: Because the selection committee and external reviewers are scholars from a wide range of disciplines, applicants should ensure that the significance and originality of their project and explanations of relevant methodologies and project objectives are stated clearly for specialists outside of the applicant's field.

#### **Note to Applicants Regarding Professional Reference Letters:**

- No more than one reference letter may be submitted from someone at your home institution.
- The referees you have identified in your application will receive email notification that they have been identified as referees when you add their names and email addresses to your NDIAS Residential Fellowship application. If you have not fully submitted your application yet, completed reference letters will be added to your application when you submit your application for review.
- Please provide your referees with advance notification about your application so that they will have ample time to write their letters by the application deadline. Let your referees know that they will be receiving an email request for their letters from Interfolio along with a link to use to submit their letters.
- Since letters of reference are also due on September 17, 2018, it is important for your referees to expect a request for their letters.
- Consider sending your referees a copy of your fellowship proposal and the [NDIAS requirements for professional letters of reference](#). Letters that are too general or have been created for use with job applications are not useful to the internal and external reviewers and to the NDIAS Fellowship Selection Committee when making their recommendations and selections.
- When you add the names and email addresses of your referees, you will also have a space where you can edit the notice your referees will receive. Your referees might find these links useful, if added to the information already there (please feel free to copy and paste into the notice): Here is a link to information with requirements for [NDIAS letters of reference](#). Here is a link to information about the [NDIAS Fellowship](#).
- Interfolio will notify you each time a letter of reference is submitted on your behalf.

N.B.: If a referee is unable to submit a letter by the September 17 deadline, we will try to add the letter of reference to your application, if it is received before Monday, September 24. However, since applications will be sent out for external review the week of September 24, adding letters to your application received after that date cannot be guaranteed.

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### **Payment of Fellowship Salary to Home Institution**

NDIAS Fellowship applicants are advised to coordinate, in advance, with the appropriate administrators at their home institution before applying for an NDIAS Fellowship. Fellowship salaries may be paid directly to a Fellow's home institution. However, NDIAS fellowships are funded with internal Notre Dame funds and not through an external grant. NDIAS fellowships include no funding for indirect costs and Notre Dame does not recover indirect costs (F&A) on fellowship salaries or other 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.