



Notre Dame Institute *for*
ADVANCED STUDY

INSTRUCTIONS FOR REFEREES

An applicant for a Residential Fellowship at the Notre Dame Institute for Advanced Study has identified you as a referee. We ask that your letter provide an understanding of the applicant's ability to contribute intellectually and collegially to a cooperative community of scholars at the NDIAS as well as insight on the intellectual quality of the applicant's research capabilities.

We know that letters of reference take time to craft, and we appreciate your effort as well as your insight and candor in the preparation of this letter. As you prepare your letter of reference, please include your name, title, and institutional affiliation and address your letter to "Dr. Brad S. Gregory, Director of the Notre Dame Institute for Advanced Study." Your letter should be written in English. If this is impossible, we reserve the right to request a translation.

The applicant has been advised to provide you with advance notification about his or her application so that you will have ample time to submit your letter by the application deadline of October 16. Additionally, the applicant has been asked to share his or her proposal with you so that you may provide an effective letter. When you are ready to submit your letter of reference, please click on the following link: [submit your letter of reference now](#) and follow the instructions to complete the Referee Information form and to upload your letter into the application system. Please use the applicant's email address (provided by the applicant) to correctly identify the letter for the applicant.

Letters of reference must be received at the NDIAS by 11:59 p.m. (EDT) on Monday, October 16, 2017. Consideration of letters received after the deadline cannot be guaranteed. You will receive confirmation that your letter has been uploaded successfully and received at the NDIAS.

Once all letters of reference have been received, applications will be reviewed at several levels, including evaluation by internal and external reviewers and by the NDIAS Fellowship Selection Committee.

If you should have any questions regarding your reference letter, please contact Carolyn Sherman, Events and Fellowships Program Manager, at csherman@nd.edu.

Requirements for Letters of Reference

- Referees should provide an understanding of the applicant's ability to contribute intellectually and collegially to a cooperative community of scholars at the Institute as well as insight on the intellectual quality of the applicant's research capabilities. Form letters or

letters drafted for other purposes (for example, letters drafted for job applications) are not necessarily supportive of an applicant's qualifications for NDIAS Fellowships.

- Reference letters should be formatted in Microsoft Word or Adobe Acrobat (pdf).
- Reference letters should be written in English. If this is impossible, we reserve the right to request a translation.
- Referees must include their own name, title, and institutional affiliation in their letters.
- Letters of reference should be addressed to "Dr. Brad S. Gregory, Director of the Notre Dame Institute for Advanced Study."
- Referees must submit their reference letters online via the following link:
(<https://fs16.formsite.com/NDIAS/form42/index.html>).
- Reference letters must be received at the NDIAS by the application deadline of 11:59 p.m. (EDT) on Monday, October 16, 2017. Consideration of letters received after that date cannot be guaranteed.
- No more than one reference letter may be submitted from someone at the applicant's home institution.

Note: When applicants complete their applications, automatic requests for letters of reference are sent to their referees. If you have already submitted your letter of reference, you may ignore this request. Applicants will also be notified when your letter of reference has been submitted to the NDIAS. Letters of reference are considered confidential and will not be shared with applicants.