



Notre Dame Institute *for*
ADVANCED STUDY

Frequently Asked Questions: Residential Fellowship Applications

When is the application deadline?

Applications for the 2019-2020 Fellowships at the NDIAS must be submitted online by 11:59pm (EDT: Eastern Daylight Time) on Monday, September 17, 2018.

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.

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 that we are working directly with your information, as you submitted it. Because of these processes, we accept only online applications through the NDIAS website.

Do I need to add credit card information to my application?

No; you do not need to add credit card information to your application. If you are on a page asking for credit card information, then you are not at the application section of Interfolio. There are no fees to complete an NDIAS application.

What types of fellowships will be offered at the NDIAS for the 2019-2020 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.

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

We do not currently accept proposals for joint or shared projects.

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. NDIAS is interested in working with the particular needs of qualified applicants in the natural sciences. 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. 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 2013?

If you have completed your terminal degree after 2013, you must submit a peer-reviewed article 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.

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, or diagrams, of up to 100MB in size. These may include sound, graphic files, or other similar supporting non-text materials. For image files, we recommend that you put all your files into a single PDF to upload as a single file.

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 other fellows and 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.

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?

Faculty and practitioners 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). 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. When you successfully submit your completed fellowship application, your referees will receive an automated notification with a link to use to submit their letters in support of your application.

Will reference letters be accepted after the September 17 deadline?

Immediately after the deadline, NDIAS staff begin to prepare applications for distribution to review committees and external reviewers. Applicants are strongly recommended to inform referees of the details and deadline of the fellowship application to ensure that they are ready to submit their reference letters on time. We plan to add trailing letters, if they are received by September 24. 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 after September 24.

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

No; all reference letters are confidential documents. We also do not share comments from reviews following the selection of fellowships.

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 2019. 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 2019-2020, 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. This option may be of interest due to 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, subsidized 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.