INSTRUCTIONS FOR APPLICANTS

Applications are now submitted online through Interfolio.

Please read all of these instructions before starting the online application process:

GUIDELINES

You will first need to gather the following information and required documents:

- E-mail information for your three recommenders – recommenders are automatically notified via Interfolio to submit/upload their letters to your file. Be sure to leave enough time so that your letters of recommendation are submitted by the deadline.
- Any current and previous project funding information, including other pending applications
- Previous leave information, if applicable
- Course Description Information: Title, Description, and Course Materials

Required documents – prepared and ready to be uploaded to Interfolio:

- Project Abstract / Interdisciplinary Statement / Project Description / Project Timeline
- Curriculum Vitae

External required document, if applicable:

- Department Chair’s letter approving leave should be sent directly to foxcenter@emory.edu by the Chair.

Please note that as part of the University’s Interfolio system, each applicant is required to complete the Equal Employment Opportunity form and the Diversity and Inclusion Statement. The Fox Center will not have access to the completed forms.

SPECIFIC INSTRUCTIONS

- Course Description Information: In addition to providing the opportunity for individual research and writing, FCHI Fellowships are awarded to promote an exchange of ideas among the Fellows during their time in the Center, as well as to encourage interactions between the Fellows and the Emory community. During the spring of their fellowship year, Postdoctoral Fellows are expected to offer an interdisciplinary undergraduate seminar on a subject of their choosing, which will be offered in the College through the Institute of the Liberal Arts, which hosts two disciplinary majors, Interdisciplinary Studies (IDS) 385 or American Studies (AMST) 385: ila.emory.edu/home/undergraduate/schedules/index.html. Please be prepared to enter your Course Title, Description, and Course Materials when prompted.
• Project Abstract / Interdisciplinary Statement / Project Description / Project Timeline: Please place together in one complete document file for uploading:

- Project Abstract: 100 words maximum, 12-point type, double-spaced
- Interdisciplinary Statement: 100 words maximum, 12-point type, double-spaced  In the Interdisciplinary Statement, applicants should indicate how residency at an interdisciplinary humanities research center would enhance their work.

- Project Description: 1000 words maximum, 12-point type, double-spaced  Applicants should describe the specific research planned for the period of the FCHI Fellowship, explaining the basic humanistic ideas, problems, or questions to be explored. Included should be explanations of the objectives and significance of the project, and the methodology to be employed. The project description should make clear any preliminary work already completed, the present state of the proposed research, and any stages to be completed after the FCHI Fellowship ends. Applicants should detail the expected results of research conducted during the Fellowship period, including the ultimate forms of public presentation of their results (books, journal articles, lectures, papers, public humanities projects, etc.).

- Project Timeline: 1 page maximum  An outline of plans and goals for the project during the Fellowship year, including expected dates of completion for each, should be included. Applicants should be as precise as possible about activities planned for the Fellowship period. Please remember that Fellows are expected to be in residence at the FCHI full-time each semester.

• Curriculum Vitae: no more than 3 pages

• Department Chair’s Letter Approving Leave: Required only for applicants who currently hold regular academic appointments elsewhere. ** Please have Department Chair email letter directly to foxcenter@emory.edu with APPLICANT (Your Name) in the subject line. **

It is the applicant’s responsibility to ensure that all required documents are uploaded to Interfolio and submitted. Incomplete applications cannot be considered after the deadline.

** ACCEPTANCE PROCEDURES **

Upon notification of an FCHI Postdoctoral Fellows Program Award, recipients must agree to:

(a) conduct research in residence full-time at the FCHI for the academic year;

(b) take full responsibility for contributing to and maintaining an environment conducive to academic research while at the Center;

(c) submit a final report of progress to the Director at the end of the Fellowship;

(d) acknowledge the FCHI in all work resulting from research and writing done during the Fellowship;

(e) teach an undergraduate course in the spring term of the Fellowship year;

(f) attend all Fellows’ lunches, lectures, and programs sponsored by the FCHI during their terms of residence;

(g) immediately notify the FCHI of any other support or of any conflicts with the restrictions and conditions of this Fellowship Program;
(h) for three years following the Fellowship, provide written reports to the Director of the FCHI detailing how their teaching and research has been influenced by the time spent during the Fellowship;

(i) if applicable, return to their Emory University positions for the year immediately following their Fellowship.

**PLEASE NOTE:**
Because the Postdoctoral Fellows Program was established in part to create a diverse community of scholars in residence at the Center as well as to introduce Emory University to promising work beyond its walls, currently preference will be given to applicants who are not affiliated with Emory.

If you accept another fellowship before notification about the FCHI Program, **please** inform the FCHI as soon as possible so that alternates can be contacted promptly.

If for any reason a Fellow’s circumstances change (such as Sabbatical Leave, Leave Without Pay, or the receipt of any grant or award that conflicts with the restrictions and conditions of this Fellowship), and the grantee is unable to use the Fellowship during the academic year for which it was granted, the Fellowship will be forfeited.

If the project involves human subjects, approval from the proper Emory Institutional Review Board Committee (IRB) is required before Fellowship funding can be released. For more information, please refer to the IRB website: [www.irb.emory.edu](http://www.irb.emory.edu).

**Deadline for Applications: January 14, 2022**

*Please contact the Fox Center at 404.727.6424 or foxcenter@emory.edu if you have questions about the Program or the online application.*

*The FCHI regrets that currently it is unable to provide any assessments of unsuccessful applications.*