INSTRUCTIONS FOR APPLICANTS

Applications are now submitted online through interfolio

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

GUIDELINES

To complete the online application, you will need the following information and required documents ready to submit in order to move forward:

- **E-mail information for your three recommenders** – recommenders are automatically notified via interfolio to submit/upload their letters to your file. Be sure to allow enough time so that your letters of recommendation are submitted by the deadline. Please note that two (2) of the three (3) recommenders must be non-Emory.

- **Department Chair or Dean’s Letter Approving Leave**: Please have Department Chair or Dean email letter directly to foxcenter@emory.edu with APPLICANT: (Your Name) in the subject line.

- **Any current and previous project funding information**, including other pending applications

- **Previous leave information**, if applicable

The following attachments (see Specific Instructions below) must be ready to be uploaded:

- **Application Form**
- **Project Abstract / Interdisciplinary Statement / Project Description / Project Timeline**
- **Curriculum Vitae**
- **Public Intellectual Contribution Form**

  Interdisciplinary Research Seminar (CHIIRS)  or  Great Works Seminar (GWS)

**Deadline for application**: The deadline for submissions and all required documents is **Wednesday, January 30, 2019**. It is the applicant’s responsibility to ensure that all materials have been uploaded to interfolio and submitted. Incomplete applications cannot be considered after the deadline.

**SPECIFIC INSTRUCTIONS FOR ATTACHMENTS**

- **Application Form**: Type on screen, save and upload.

- **Project Abstract / Interdisciplinary Satetement / Project Description / Project Timeline**: Please place together in one 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

- **Public Intellectual Contribution Form**: Interdisciplinary Research Seminar (CHIIRS) or a Great Works Seminar (GWS) 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. Fellows are therefore expected to lead an FCHI Interdisciplinary Research Seminar (CHIIRS) or a Great Works Seminar (GWS) during the year immediately following the Fellowship year. Information about both the CHIIRS and GWS is available online at [http://fchi.emory.edu/home/programs/index.html](http://fchi.emory.edu/home/programs/index.html) or by contacting the Fox Center. Applicants should include either a CHIIRS or GWS form, along with any necessary documentation.

**ACCEPTANCE PROCEDURES**

Upon notification of an FCHI Senior Fellowship Program Award, the Fellow 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 at the end of the Fellowship;

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

(e) fulfill the Public Intellectual Contribution requirement;

(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) return to their Emory University positions for the year immediately following their Fellowship.

**PLEASE NOTE:**
Currently the Senior Fellows Program is limited to faculty who are already tenured at Emory University. Faculty members awarded an FCHI Senior Fellowship are required to return to their University positions for the year immediately following the Fellowship.

Applicants for Senior Fellowships are encouraged to contact FCHI Executive Director Keith Anthony at 404.727.6424 or keith.anthony@emory.edu prior to submitting an application.

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.

**Deadline for Applications: January 30, 2019**

Please contact Keith Anthony, FCHI Executive Director, at 404.727.6424 or by email at keith.anthony@emory.edu if you have questions about the Program.

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

Ready to apply? Click here....

[Interfolio logo]