

## UConn Humanities Fellows (Internal):

UConn Humanities Fellows will retain their regular appointments and salaries with R-T-D (release from teaching duties) status. They will be released from departmental and administrative duties, but they will retain responsibility for the supervision of graduate advisees. The Provost's Office will compensate their departments so as to replace their instructional time up to 4 courses. Applications follow the NEH form so that, with revision, they can be readily adapted for submission to NEH and other external fellowships. UConn Humanities Fellows will have an office and are expected to be in continuous residence at UConn for the term of the award. They are expected to participate in Institute activities including bi-weekly teas, colloquia, related scholarly events, and offer a public lecture on their research during the course of the fellowship year. Tenure normally covers an uninterrupted period of from nine to ten whole months. Fellows may begin tenure August 15. Fellowship recipients will not be allowed to defer a UCHI appointment.

### **Eligibility:**

All applicants must have held a Ph.D. for **at least two years** prior to the start date of the fellowship year. UConn full time, permanent faculty are all eligible to apply for UConn residential Humanities fellowships.

Priority is given to UConn faculty applicants who have not held a leave (sabbatical or other) in the 12 months preceding the academic year (September 1) of the fellowship. Former faculty fellows are eligible to apply for the academic year five years after completion of their UCHI fellowship (i.e. 2017-18 fellows are eligible to apply for 2024–25 fellowships). Others are welcome to reapply as they wish. Finally, UConn Humanities Scholars are expected to acknowledge the University of Connecticut Humanities Institute in publications resulting from work supported by the Institute.

### **Proposal Evaluation:**

Applications for UConn Humanities Fellows **are evaluated by rotating independent, external reviewers** from different disciplines within the humanities broadly conceived. In all cases, the following criteria will be used in evaluating applications for Fellowships:

- Significance of the contribution that the project will make to knowledge in the specific field and to the humanities generally;
- Quality and/or promise of the applicant's work as an interpreter of the humanities;
- Quality of the conception, definition, organization, and description of the project;
- Likelihood that the applicant will complete the project.

**Preparing a Proposal:**

**Applications that do not adhere to the following guidelines will not receive consideration.**

The completed applications will consist of the following parts:

1. Application cover sheet (**1 page** – follows). Please adhere to section word limits.
2. Narrative: [**Not to exceed three (3) single spaced pages in a standard 12 pt font with 1" margins. Applications exceeding the page limit or violating the format instructions will not be reviewed**].

The narrative describes the substance of the project and its scholarly contribution. Because some evaluators will not possess specialized knowledge of the proposed field of study, the description should be free of jargon. It should include the following elements:

- a. *Research Contribution and Wider Significance*: Describe the basic ideas, problems, works, or questions the study will examine, and the intellectual contribution of the proposed project. Explain how the project is distinctive, and how it challenges and/or expands upon existing work in the relevant field. In addition, and especially in cases where the subject of the study might appear narrow or obscure, the proposal should show the project's larger significance.
- b. *Methods and Work Plan*: Is the project in the beginning stages or well under way? Outline a proposed schedule or plan of work that the applicant will follow during the grant. When applicants propose projects for books, panelists generally find it helpful to review a tentative chapter outline that suggests the direction the work will take.
- c. *Audience and Distribution*: For what audience are the results of the study intended? What kind of product is planned?
- d. *Competences and Resources*: What is the applicant's competence in the skills, techniques and/or languages needed for the study? What materials will be used? What is the likelihood of access to archives, collections, or institutions with necessary resources?

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### Preparing a Proposal (page #2)

3. *Edition/Translation Sample*: Applicants submitting editions or translations should include a **two---page** sample. One of the two pages should be a copy of the original; the other should be the same material as edited or translated by the applicant.
4. *Database Sample Entry*: Applicants submitting database projects should include on a **single page** a sample entry showing the proposed format and contents.
5. *Bibliography*: Following the description of the project the applicant should include a **one-page** list of publications by other scholars, or primary materials that the applicant has used or plans to use and that are relevant to the project. This list of readings and resource materials is vital because reviewers use it to determine applicant's preparation in the subject, the applicant's interests, and the approach to the topic.
6. *Résumé*: The résumé should be in concise, outline form, should not exceed **two pages** in 12 pt. font and should include:
  - a. Applicant's education, including titles of any theses or dissertations, and dates when degrees were awarded;
  - b. Record of employment, current position, whether it is part---time or full---time, and whether and when the current contract will end;
  - c. List of publications—for journal articles and book chapters, include page numbers;
  - d. List of awards and grants received in the prior decade, including source, dates of tenure, dollar amount, and terms of leave provided by such awards and grants.
7. *Reference Letters*: Request three signed **(3) letters (no more)** of reference to be sent directly by the **referee** to the Humanities Institute at [uchi@uconn.edu](mailto:uchi@uconn.edu) **no later than February 1st**. No more than one referee should be from the applicant's own institution or from a former dissertation advisor. The referee's title and address must be included. Reference letters should provide important information about the applicant and the specific fellowship proposal, including the project's significance to the field, its intended audience, the likely outcome, the general quality of the applicant's work, and the applicant's ability to carry out the project successfully. It is the applicant's responsibility to:
  - a. Send the full proposal to each referee;
  - b. To request that referees send letters of reference directly to the Humanities Institute;
  - c. To have letters of recommendation written in a foreign language translated into English.

## **Application Checklist**

Submit (1) electronic submission of the application materials in **a single pdf** document to [uchi@uconn.edu](mailto:uchi@uconn.edu) ( to be received by February 1<sup>st</sup>)

Application should contain the following:

- Application cover sheet (follows)
- Narrative
  - For editions or translations only, a two---page sample
  - For database projects only, a one---page sample entry
- One---page bibliography for the project
- Two---page résumé

Additional materials, such as books, articles, copies of course outlines, appendices, attachments, tapes, slides, etc., **should not** be submitted in support of applications. Transcripts and placement files **should not** be sent.

# UConn Humanities Fellows (Internal) Application

## Coversheet

Applicant Name:

Address:

Telephone: (Preferred #1, including area code) \_\_\_\_\_

(Preferred #2, including area code) \_\_\_\_\_

E-Mail:

Date Ph.D. (or equivalent) awarded:

Date of most recent academic leave at UConn:

I notified my department head/unit director that I have applied for this fellowship: \_\_\_\_ Yes

Major field:

Field of Project: Descriptive

Project Title:

Summary of Project (maximum 100 word summary):

Biographical Summary (100 words, including 3 most significant publications):

Names, Titles and Affiliations of Referees. Submit *no more* than three (3) written letters of recommendation. a.

\_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Date application submitted: \_\_\_\_\_