

Visiting Humanities Fellows (External):

Visiting Humanities Fellows receive a stipend of \$50,000, faculty library privileges, an office in the UCHI suite, and assistance in locating housing. They are expected to participate in Institute activities including bi-weekly teas, colloquia, and related scholarly events. Visiting Humanities Fellows will also offer a public lecture on their research during the course of the fellowship year. Applicants must have held the Ph.D. for four years. Independent scholars and writers must have an advanced record of professional accomplishment. Tenure normally covers an uninterrupted period of nine to ten whole months. Fellows are required to be in residence for the academic year. Ordinarily, fellowships run from late August (fellows may begin tenure August 15) through May. Fellowship recipients will not be allowed to defer a UCHI fellowship. Finally, Visiting Humanities Fellows are expected to acknowledge the University of Connecticut Humanities Institute in publications resulting from work supported by the Institute.

Eligibility:

All applicants possessing a Ph.D. must have held the doctorate for **at least four years** prior to the start date of the fellowship year or possess a record of professional accomplishment. Applicants need not have advanced degrees to be eligible to apply for Visiting Humanities Scholar fellowships. University or college teachers, independent scholars or writers, or museum or library professionals are all eligible to apply for UCHI Visiting Scholar residential fellowships, regardless of nationality. Persons whose situations do not fit into any of the above categories should explain their circumstances in a letter attached to the application.

* Applicants should note that UCHI can take no responsibility for arranging visas or negotiating with the U.S. Immigration and Naturalization Services.

Proposal Evaluation:

Applications for Visiting Humanities Fellows are evaluated by UCHI's Advisory Board. 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.

Visiting Humanities Fellows (External):

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?

Visiting Humanities Fellows (External):

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 **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 (to be received by February 1st)

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.

Visiting Humanities Fellows (External) Cover Sheet

How did you hear about the UCHI fellowship (please check all that apply):

_____ Print UCHI Ad

_____ Online UCHI Ad

_____ List Serv, which one: _____

_____ Other, explain: _____

Applicant Name:

Address:

Telephone: (Preferred #1, including area code) _____

(Preferred #2, including area code) _____

E-Mail:

Date Ph.D. (or equivalent) awarded:

Major field:

Field of Project:

Descriptive 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: _____