

**2010 MELLON FELLOWSHIPS FOR DISSERTATION RESEARCH IN ORIGINAL SOURCES  
APPLICATION GUIDELINES**

**TAB 1: GENERAL INFORMATION**

**Please complete all sections of this application.**

**To begin your application, please first complete the Eligibility Information section.** If you are not eligible to apply based upon your answers in this section, your application will not be accepted for consideration by CLIR.

**To navigate through the application form,** click on the tabs on the left-hand side.

**You may partially complete your application and return to complete and submit it at a later date** by logging back in to the application site. Changes may be made throughout the application period at any time prior to your submission of your application.

**A button allowing you to submit your application will appear in the left-hand navigation bar (below the tabs) once all required elements have been completed.** You will not be able to submit the application until you have provided all the required information.

**Once you have submitted your application,** you may view it but can no longer alter it.

**TAB 2: ELIGIBILITY INFORMATION**

**Please complete all questions below to determine whether you are eligible for this award. Once you are finished, be sure to click "Save Eligibility Information" to save your work before moving on.**

**Are you currently enrolled in a U.S. institution?**

- An applicant may be of any nationality but must be enrolled in a U.S. graduate school and be studying here, not on a campus abroad even if operated by a U.S. institution.
- If you are not currently enrolled in U.S. institution, and/or you will not be enrolled for the entire proposed duration of the fellowship, you are not eligible to apply.

**Have you already received, or will you receive by April 1, 2010, official approval of your dissertation proposal?**

- All applicants must receive formal approval of their dissertation proposals by no later than April 1, 2010. Those who will receive approval after April 1, 2010 (including those who will receive approval later in the month of April) are not eligible to apply for a 2010 Mellon Fellowship.
- Applicants must also complete all other doctoral requirements except the dissertation and be ready to start research as early as June 1 and no later than September 1, 2010.

**Are you conducting research for the entire period of your fellowship tenure?**

- Only those who will be conducting research during the entire fellowship period are eligible to apply for this fellowship.
- Awards will **not** be granted to applicants who request support for intermittent research trips combined with the writing of their dissertations.

### TAB 3: ACADEMIC INFORMATION

**Please include information for all graduate study you have undertaken, including coursework taken where no degree was granted.**

An official transcript, mark sheet, or final grades sheet from each institution where you have undertaken graduate coursework must be uploaded into the system. If your institution provides you with an electronic copy of your transcript, you may use this; otherwise you will need to scan a copy of an official paper transcript.

- **Your oldest transcript should be uploaded first**, with successive transcripts uploaded in chronological order.
- **Do not upload transcripts for undergraduate study**, unless this information is included on the same transcript as other graduate coursework in the same institution.
- **If your transcript is not in English**, the uploaded transcript must be accompanied by a certified English translation as part of the same document. The translation should be literal and complete.

Transcripts can not be accepted by mail. If CLIR finds an official paper transcript is deemed necessary for any reason, CLIR staff will contact you to request one.

- **To upload a transcript**, first click the "Add New" button.
- **Provide the required information** in the dialog box and click "Add".
- **When the information has been received by the system**, a button titled "Add transcript" will appear. Click this button to upload the appropriate transcript.
- **You may edit and replace your uploaded documents** at any time prior to final submission of your application.
- **All documents must adhere to the following guidelines:**
  - Documents must be in Adobe Portable Document (PDF) format.
  - Filenames must not include spaces or any of the following characters, as they will not be accepted by the system:  
<> : "/\| ? \* & ' , ; { } [ ] ( )

### TAB 4: REFERENCES

**An application will not be considered complete until three reference letters have been received.**

- When a reference letter has been received, the Reference Letter status row for that reference provider will read "Reference letter has been submitted."
- Applicants will not be able to view reference letters, which are held confidential between CLIR and the reference provider.

**Please provide information about your references by clicking the "Add New" button below. You will not be able to submit your application until you have provided information for all three references.**

**Enter the name, contact information, and affiliation of the person who will submit your reference. Please review this information carefully before clicking the "Add" button, as this will automatically save the information to the system. You will not be able to change this information once the "Add" button has been clicked.**

- Please be aware that hitting the "Enter" key will have the same effect as clicking the "Add" button. Use the "Tab" key, or the mouse, to maneuver through the fields.
- Should you enter an incorrect e-mail address for a reference provider, you will need to contact CLIR staff at [mellon@clir.org](mailto:mellon@clir.org) to request that the information be changed.
- Should you need to change a reference provider whose information has already been submitted to the system, you will need to contact CLIR staff at [mellon@clir.org](mailto:mellon@clir.org) to request that the information be changed. Be advised that the original reference provider will have already received an automatic e-mail notification of your request, as outlined below.

**The reference provider will receive an automatic e-mail from the online application system notifying him/her that you have requested a reference letter.**

- The e-mail notification will be sent **immediately** upon submission of the reference provider's information (when the "Add" button is clicked). CLIR staff can not recall these messages. Please be sure your reference provider is aware of your request prior to entering his/her information into the application system.
- Although notifications are sent immediately, final delivery is dependent upon the recipient's e-mail system and may take 24-48 hours. If for some reason your reference provider does not receive the automatic notification after this time, please contact CLIR staff at [mellon@clir.org](mailto:mellon@clir.org) to request that the information be resent.

**The reference provider must follow the instructions in the e-mail to complete the reference letter online. The letter must be submitted to the system by the application deadline.**

Be sure that you give your reference provider plenty of notice, allowing him/her adequate time to access the system, compose and upload a letter prior to the application deadline.

- Reference providers will not be able to access the system until their information has been entered by the applicant and they receive their e-mail notification containing their unique log-in information.
- Reference letters must be uploaded to the system by the application deadline of 5:00 pm Eastern time, Friday, November 13, 2009.
- An application will not be considered complete unless all reference letters are received by the deadline. Letters will not be accepted after the deadline.
- All reference letters must be submitted through the online system. Letters will not be accepted by mail.

**My reference provider has not received, or has misplaced, his/her e-mail message containing the instructions for logging into the online system. What do I do?**

- You may contact us at [mellon@clir.org](mailto:mellon@clir.org) and request that the e-mail be re-sent.
- You (or your reference provider) may visit the main log-in page for reference providers: <https://www.clir.org/apps/index.cfm?action=login.refProviderLogin>. Click the "Forgot my password" link, enter the reference provider's e-mail address, and a message containing the log-in information will be sent directly to his/her e-mail. (This message will not contain the reference provider guidelines, but only the log-in information.)

## TAB 5: ESSAYS

**To upload your essays**, please click on the "Add Essay" button below the question. All documents must be in Adobe Portable Document (PDF) format.

**You may edit and replace your uploaded documents** at any time prior to final submission of your application.

### All documents must adhere to the following guidelines:

- Each document should include the essay title (e.g. "Qualifications"). The title must appear on each page of the document, in either the header or the footer.
- Your full name should appear on each page of the document, in either the header or footer.
- Pages must be numbered.
- Documents must be in Adobe Portable Document (PDF) format.
- Filenames must not include spaces or any of the following characters, as they will not be accepted by the system:  
< > : " / \ | ? \* & ' , ; { } [ ] ( )

### Dissertation Description (maximum length: 1,500 words)

Please provide a description of your proposed dissertation. What is important about your proposed dissertation for scholarship in your field?

- For your dissertation description, your dissertation title must be included at the top of the first page of the document. It is permissible to use a working title.
- Footnotes or endnotes are permissible and will not be included in the word count. It is not necessary to include a bibliography.

### Research Sources and Schedule

Please identify the following about your research sources:

- each original source repository you intend to use
- the location of each
- when you plan to visit each
- how long you will stay at each
- the principal collections you will use within each

The schedule must be in chronological order. If you will be returning to a given repository, it should be listed twice.

If the repository you intend to visit has user restrictions in place, and you have been in contact with the staff to make arrangements for your use of the materials, please note this in your description.

The schedule must follow this basic outline:

**Repository name:** Repository location  
Month scheduled to visit: length of stay  
Principal collection #1  
Principal collection #2  
Principal collection #3...

Example:

**Imperial War Museum:** London, U.K.  
June 2010: Two weeks  
N. Appleyard Memoir  
A. J. Longley Memoir  
Collection of Letters to Lily Briggs, 1926-1965.

**Research Goals (maximum length: 500 words)**

Please provide a brief statement addressing the ways in which your research will do one or more of the following:

- use newly available or little studied sources?
- make interdisciplinary use of sources?
- use sources in innovative, creative ways?
- use sources in repositories that cannot provide financial assistance to researchers?

**Qualifications (maximum length: 500 words)**

Please provide a brief statement describing your qualifications to do the proposed research:

- post-secondary education - institutions, degrees and dates, major and minor fields
- level of competency in languages needed for your proposed research
- previous experience in research in primary source materials
- other relevant achievements and qualifications (e.g., academic honors and awards, previous fellowships)
- publications, teaching experience, special skills needed for the proposed dissertation)

**TAB 6: OTHER INFORMATION**

**You must complete the following questions before submitting your application. Do not forget to click "Save Info" before exiting this page.**

- All fields must be completed.
- If a question is not applicable, please enter "N/A" into the field.

**Please provide your dissertation title (it is permissible to use a working title).**

**Please let us know the dates (month and year) you have completed or achieved the following requirements:**

**course requirements**

**foreign language requirements**

**qualifying or comprehensive exams**

**official approval of your dissertation proposal (to occur no later than April 1, 2010)**

- All requirements must be completed prior to the proposed fellowship start date.
- The dissertation proposal must be approved no later than April 1, 2010. If your dissertation proposal will be approved after April 1, 2010, you are not eligible to apply for a CLIR Mellon fellowship this year.

**Please indicate the length of time needed to complete your proposed research.**

- This may be longer than the amount for which fellowship support is requested.

**Please indicate the number of months of fellowship support you are requesting (9-12).**

- Fellowships will not be granted for terms shorter than 9 months.

**Please indicate your proposed starting month for research and fellowship support (June-September 2010).**

- Fellowships must start in June, July, August or September 2010.
- All fellowships will begin on the first of the month in which you propose to begin research, even if you will not start conducting research until later in the month.

**Please indicate the date by which you expect to complete your dissertation.**

**Please provide a statement of any difficulty you foresee in meeting the fellowship requirements to provide a report on the research experience to CLIR and to attend workshops on primary source research before and after the fellowship period.**

- If you do not anticipate any difficulty, please enter "N/A" into the field.

**Please indicate any other grants or fellowships you have received for dissertation research or for which you are applying.**

- Receipt of other funding to support your dissertation work outside the proposed tenure of this fellowship, including other Mellon grants, will not render you ineligible.
- The CLIR Mellon fellowship can not be held concurrently with other grants, awards or fellowships.