The attached application materials for 2012 Committee on Institutional Cooperation and Smithsonian Institution Predoctoral Fellowship Program include the program guidelines, instructions, cover sheets, letters for your referees, and the publication, Smithsonian Opportunities for Research and Study is available at the SI Web site: www.si.edu/research+study.

Fellowships are offered by the Committee on Institutional Cooperation and the Smithsonian Institution to provide opportunities for graduate students to conduct research in association with members of the Smithsonian professional research staff, and to utilize the resources of the Institution. These one-year fellowships are offered through the Smithsonian's Office of Fellowships and Internships in partnership with the Committee on Institutional Cooperation, and are administered under the charter of the Institution, 20 U.S. Code section 41 et seq.

The publication, Smithsonian Opportunities for Research and Study (www.si.edu/research+study), outlines Smithsonian research activities and lists the research staff. Applicants are strongly encouraged to contact staff members to help identify potential advisors, determine the feasibility of the proposed research being conducted at the Smithsonian Institution, and the availability of relevant resources such as staff, collections, archives and library materials during the proposed tenure dates.

1. Qualifications for Application

Applicants must propose to conduct research at the Smithsonian in one of its areas of research as outlined in the publication, Smithsonian Opportunities for Research and Study, for a period of nine to twelve months. Past or current fellowship recipients are eligible to apply for another award.

No employee or contractor of the Smithsonian Institution may hold a Smithsonian fellowship during the time of his/her employment or contract, nor may an award be offered to any person who has been employed by or under contract to the Institution in the previous year, without the prior approval of the Office of Fellowships and Internships.

Applicants whose native language is not English are expected to have the ability to write and converse fluently in English. All application materials must be presented in English (foreign transcripts may be translated, see below).

Determination of the fellowship category for which to apply should be based on the anticipated academic level at the time the fellowship would begin.
**Predoctoral Fellowships:** Students enrolled in a university as candidates for the Ph.D. or equivalent are eligible for predoctoral fellowships. By the time the appointment begins, the university must approve the undertaking of dissertation research at the Smithsonian Institution and certify that requirements for the doctorate, other than the dissertation, have been met.

2. **Application Submission and Deadline**

   **Applications must be received by the applicant’s home Graduate School Fellowship Office by November 15, 2011 at 5 PM. See attached contact list.**

**Proposals Involving the Use of Live Animals**

Applicants who wish to conduct research using live animals must submit their proposals for review by one of the Institutional Animal Care and Use Committees (IACUC). Review for animal welfare concerns and approval of procedures by one of these committees must occur before a fellowship can begin.

Applicants who wish to conduct research at the National Zoological Park must discuss their research with proposed mentors to clarify any potential issues with Institutional Animal Care and Use process. Applicants to other Smithsonian Museums and Research Institutes should contact their advisor to determine the appropriate procedures for that unit.

3. **Criteria for Selection**

   Applications are evaluated and fellows are selected, by scholars in appropriate fields, on the basis of the proposal’s merit, the applicant’s ability to carry out the proposed research and study, the likelihood that the research could be completed in the requested time, and the extent to which the Smithsonian, through its research staff members and resources, could contribute to the proposed research. Included in the proposal evaluation will be its relevance in terms of the Smithsonian’s Strategic Plan and how the research reflects one or more of the Four Grand Challenges outlined in the plan (see details at [http://si.edu/about/documents/SI_Strategic_Plan_2010-2015.pdf](http://si.edu/about/documents/SI_Strategic_Plan_2010-2015.pdf)). The Fellowship Program does not discriminate on grounds of race, creed, sex, age, marital status, condition of handicap, or national origin of any applicant.

4. **Conditions of Appointment**

   Predoctoral fellowships are awarded for periods of nine to twelve months. Appointment periods are in accordance with the applicant's proposal for the research, unless the length of tenure requested is considered by reviewers to be more than required. In accepting an appointment, the fellow will be expected to devote full-time effort to the research proposed and to be in residence at the Smithsonian except for approved absences.

   Financial support, in addition to a Smithsonian fellowship, for such purposes as research travel and equipment may be received from other sources provided that no special demands are made upon the fellow's time. Permission to receive additional stipend support must be requested in writing from the Office of Fellowships and Internships.
Predoctoral tenures must begin between June 1, 2012 and March 1, 2013. It is important that applicants consider the following factors carefully when choosing the dates for the proposed fellowship: their academic schedule; completion dates of their preliminary exams, course work; the schedule of their proposed advisor/host and the availability of required resources. Appointments must begin on either the 1st or 15th of the month. The dates of tenure proposed in the application (and any change of dates if the fellowship is awarded) should be selected in agreement with the proposed principal advisor.

In submitting an application for a fellowship at the Institution, the applicant does not incur any obligation to accept the appointment if selected.

5. **Use of Smithsonian Facilities**

Fellows will be provided with space to conduct their research within the department in which they are working. Applicants should consult in advance with their proposed advisor(s) regarding the availability of facilities and necessary equipment. The amount of support services available to the fellow will be determined by the workload of the department and the policy of the department chairperson and/or unit director. Fellows have access to the Smithsonian Institution Libraries with privileges which include borrowing library materials, interlibrary loans, intralibrary loans, document delivery, database searching, and reference assistance.

6. **Stipends and Allowances 2012 - 2013**

**Predoctoral Fellowships:** The stipend for Predoctoral Fellows is $30,000 per year (twelve months). Stipends are prorated for periods of less than twelve months. In addition to the stipend, allowances to assist with the fellow's research related expenses and for temporary relocation to the Smithsonian are possible. In most cases a maximum research allowance of $4,000 is available. The amount awarded will be determined based upon the budget and justification presented by the applicant. The budget for the research allowance should not include costs for relocation to the Smithsonian, which is awarded separately. The Office of Fellowships and Internships cannot provide funds for the travel or living expenses of dependents.

Tuition benefits will be provided by the Fellow’s university in accordance with university policy. In accordance with individual university health insurance instruments, the Smithsonian will provide Fellows with an allowance to be used toward maintaining their university student health insurance for the duration of the funded period. The allowance will provide either (1) half of the monthly cost of university health insurance or (2) $50.00/month for single students or $100.00/month for families, whichever is lower.

**All funds provided under Smithsonian fellowships, including stipends and research and travel allowances, are subject to tax.**

If you have any questions about completing this application, please feel free to email or call the Smithsonian Institution, Office of Fellowships and Internships at 202-633-7070 or siofg@si.edu. We look forward to receiving your application.
GENERAL APPLICATION INSTRUCTIONS

Combine Parts 1, 2, 3, & 4 and Submit Two Application Sets (Original and Electronic copy):

1. Completed cover sheet.
2. Research proposal.
3. Curriculum vitae.
4. Transcripts.

Include Parts 5 & 6 with the Original Application Set:

5. Letters of reference from two appropriate persons selected by you.
6. Self-addressed, stamped envelope, if you cannot receive email notification.

SPECIFIC INSTRUCTIONS FOR EACH APPLICATION PART

1. Cover Sheet: Complete the attached two-page form, which must be signed and dated.

2. Research Proposal:

   A. Abstract of the proposed research, not more than one page.

   B. The full statement of your research, NOT MORE THAN 1500 WORDS. (Maximum six pages typescript, double spaced, excluding all other parts of the application, such as the abstract and bibliography.) Please use white paper, approximately 8 1/2 by 11 inches (210 mm x 297 mm). Type or print legibly in dark ink. Do not use type smaller than 12 point or 10 pitch. In preparing your proposal, be sure to provide and address the following:

      i. A description of the research you plan to undertake at the Smithsonian Institution, including the methodology to be utilized.

      ii. The importance of the work, both in relation to the broader discipline and to your own scholarly goals.

      iii. Justification for conducting your research at the Smithsonian and utilization of research facilities and resources.

      iv. Identification of the member of the Smithsonian's research staff who might serve as your principal advisor/host. Also identify potential co-advisor(s) and/or consultant(s) if applicable. The publication, Smithsonian Opportunities for Research and Study found at http://www.si.edu/research+study, contains the necessary information on staff research specialties and current departmental interests to help you determine which staff members are
best suited to your research needs. **Research staff** may be named by applicants to serve as principal advisors, co-advisors or consultants. **Affiliated research staff** may be named as co-advisors or consultants if they will be in residence during at least a portion of the tenure period proposed. **You are strongly encouraged to correspond with your proposed advisor(s) as you prepare your proposal.**

C. Estimate of time period for each phase of the research proposed.

D. Budget and justification for equipment, supplies, research-related travel costs, and other support required to conduct the research itself (**excluding** stipend and relocation costs). You are encouraged to discuss potential research costs with your proposed advisor(s) before submitting your application. If the funds required to support the research exceed the maximum research allowance of $4,000, please explain the source of additional funds.

E. Bibliography of literature relevant to the applicant's proposed research.

3. **Curriculum vitae**, including previous and current fellowships, grants, and/or awards, and a description of your research interests. Also, if English is not your native language, describe the level of your proficiency in reading, conversing, and writing in English.

4. **Transcripts** (or other materials when transcripts are not issued) from all appropriate institutions are required. Applicants for predoctoral fellowships need only submit graduate transcripts. Unofficial photocopies are acceptable. If transcripts or other materials are not in English the applicant should provide translations.

5. **Letters of reference** evaluating your proposal from two persons familiar with your work. Attached are copies of an explanatory letter to send to your referees along with your proposal. Please note that all reference letters are considered confidential unless confidentiality has been specifically waived by the referee. Do not list Smithsonian staff members as your referees; they will have the opportunity to review your application after it is submitted.

**Letters of reference should be emailed directly to the home Graduate School Fellowship Office** (contact list attached). Therefore, be sure to obtain these letters in sufficient time to meet the deadline date. If necessary, reference letters can be submitted after the deadline date; however, they may arrive too late to be included for review.
APPLICATION FOR COMMITTEE ON INSTITUTIONAL COOPERATION (CIC) AND SMITHSONIAN INSTITUTION (SI) PREDOCTORAL FELLOWSHIP PROGRAM

Please read the instructions and the information for applicants carefully, then prepare a complete application in accordance with those instructions. DEADLINE: November 15, 2011

1. Applying for (check only one): ☐ 12 months ☐ 9 months

2. Name: Dr. Ms. Mr. ____________________________ ____________________________ ____________________________ (family name) (first name) (middle initial)

3. ☐ Female ☐ Male

4a. Complete residence address: ________________________________________________________________

_____________________________________________ Telephone number: ______________________________

4b. Complete office address: _________________________________________________________________

_____________________________________________ Telephone number: ______________________________

4c. Address to which all correspondence should be sent: ☐ Residence ☐ Office

4d. E-mail address: ____________________________

5. Short title of proposed research: __________________________________________________________

5b. Does your research involve the use of live animals: ☐ Yes ☐ No

5c. Does your research involve collecting data or private information from living human subjects? ☐ Yes ☐ No

6. Please indicate the name and museum or research unit of the proposed Smithsonian staff member(s) with whom you wish to work. If applicable, please list additional members of the Smithsonian research staff with whom you wish to consult as indicated in your proposal:

Principal Advisor: ____________________________ Museum/Unit ____________________________

Co-Advisor: ____________________________ Museum/Unit ____________________________

(If applicable)

Consultant(s): ____________________________ Museum/Unit ____________________________

______________ Museum/Unit ____________________________

______________ Museum/Unit ____________________________

7. Tenure which you propose for your work at the Smithsonian:

Tenure length: _________ Dates (month/day/year): from ___________ to ___________ 

8. Amount of research allowance requested, from your proposal’s budget (if applicable): $ ____________________________
9a. Current affiliation: ___________________________ (institution, university, or employer) ___________________________ (your title)

9b. All degrees held, universities, and dates of conferment (month, year):

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9c. Degree expected, university, and anticipated date of conferment (month, year):

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<th>Degree</th>
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<th>Date of anticipated conferment</th>
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9d. Name of dissertation advisor: _______________________________________________

9e. Dissertation title or short description: __________________________________________

10. Names and addresses of two persons whose letters of reference you are enclosing:

1) __________________________________________________________________________

2) __________________________________________________________________________

11. Universities from which you are enclosing transcripts:

1) __________________________________________________________________________

2) __________________________________________________________________________

3) __________________________________________________________________________

4) __________________________________________________________________________

12. Please indicate how you first learned about the CIC/SI Fellowship Program:

___________________________________________________________________________

13. This fellowship would require you to relocate from: ___________________________ to: ___________________________

(nearest major city) (Smithsonian facility)

14. For non-U.S. citizens:

Citizenship __________________________ Country of Permanent Residence __________________________

Date of Birth __________________________ Place of Birth __________________________

Type of Visa if currently in the U.S. ______ Length of Time on Current Visa __________________________

I am applying for a CIC/SI Predoctoral Fellowship as described in the 2011 information for applicants.

___________________________________________________________________________

Signature Date
October 2011

To Referees of Smithsonian Fellowship Applicants:

The Committee on Institutional Cooperation (CIC) and the Smithsonian Institution (SI) are offering predoctoral fellowships to students providing opportunities for graduate students from CIC member universities to conduct research at the Smithsonian, in association with members of its research staff. You are being asked by an applicant for a fellowship to serve as a referee and to evaluate the enclosed proposal.

Please provide an evaluation of the proposal, considering the scholarly merit of the proposed research and the likelihood of the applicant conducting it successfully at the Smithsonian. We also solicit your comments regarding the applicant's ability and his or her potential contribution to the field. In addition, we ask that you disclose any perceived conflict of interest in providing a reference for this applicant.

All reference letters will be considered confidential and the contents will not be revealed to the applicant unless confidentiality has been specifically waived by the referee. Please email your letter of reference to the applicant’s Graduate School Fellowship Office (contact list attached). The deadline for the application is November 15, 2011, please submit your letter in sufficient time be included in the review.

The application, consisting of the proposal, academic records, and two supporting letters, will be reviewed by members of the Smithsonian's research staff. Applications will be evaluated on the basis of the proposal's merit, the ability of the applicant to carry out the proposed research and study, and the extent to which the Smithsonian, through its staff members and resources, can contribute to the proposed research.

Your careful assessment of this application will help us to maintain high standards in our fellowship programs. We appreciate your cooperation.

Sincerely,

Catherine F. Harris
Director

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Washington DC 20013-7012
202.633.7070 Telephone
202.633.7069 Fax