

Application procedures for a
HOWARD FOUNDATION FELLOWSHIP
for 2009-2010 in the fields of
HISTORY and PHILOSOPHY

General Guidelines

Two pocket folders each containing complete sets of the application materials should be mailed to the Howard Foundation, Box 1945, Brown University, Providence, RI 02912 (167 Angell St., Rm. 10, Lower Level for express mail delivery) with a postmark dated not later than November 10, 2008. **Please note that Howard Fellowships may not be used for producing exhibits, nor are they available to support institutional programs.**

The pocket folders have proven convenient for evaluators, and the pockets ensure that supporting materials are not easily misplaced. Each pocket folder should also have a clearly visible label on the outside containing your name and your field. Please do not bind your packets, place them in separate envelopes, or use paper clips, though you are welcome to use staples to fasten together individual parts of the packet. Each of these packets of materials should consist of the following items:

1. *Application Form.* The application form included below must be completed and a copy placed in each of the application packets. This form also needs to be co-signed by a nominator, usually the chair of your department. In the case of independent scholars, the nominator can be another individual qualified to vouch for your appropriateness for a Howard Fellowship, such as a senior administrator of an educational institution or a senior officer of a relevant professional organization.
2. *Project description.* As noted in the application form, a project description of no more than three double-spaced pages should be included.
3. *Curriculum vitae.* Please enclose a recently updated CV.
4. *Supporting materials.* Up to 15 pages of written material may be included. A combination of reviews of previous work and a writing sample has generally proved appropriate. While you may staple items together, please do not use paper clips.

You will also need to request three letters of recommendation from colleagues in your field. We suggest that you request letters from three persons who know your work (i.e., mentor, colleague, well-known representative from the field, preferably from different institutions) and can appropriately evaluate and discuss your proposed project. A guideline for letters of recommendation has been included for you to copy and send to your recommenders. These guidelines should be sent to them as soon as possible along with a copy of the description of your project. As the deadline nears, we suggest that you call or email the recommenders to make

certain that the letters have been sent. The deadline for the letters of recommendation is also November 10, 2008. We prefer that recommenders send their recommendations as email attachments to Howard_Foundation@brown.edu, but hard copy letters are also acceptable for those who prefer to send them, and our regular mail address is included in the guidelines.

Our approximate timetable for evaluating applications is:

November 10, 2008: Deadline for applications and letters of recommendations

November 2008-February 2009: Evaluators review applications

March 2009: Board of Administration reviews applications

Late March 2009: Announcement of awards

If you would like confirmation that your application packet or your letters of recommendation have arrived, please email us near the deadline, and we will try to answer by email. Should you have any questions, please call us anytime between 9:30 AM and 1:30 PM, Monday through Thursday or send a message to our email address. You can also leave a voicemail message if no one is in the office. **Please note that we cannot return items submitted to us, so keep that in mind when you decide what to send along as supporting materials.**

William C. Crossgrove, Administrative Director
Professor Emeritus of German Studies and Comparative Literature

Susan M. Clifford, Coordinator

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Application Form

Full Name:

Date:

Signature:

Field in which you are applying (Circle one): History Philosophy

Subfield within your discipline for your project:

(This information helps us to identify appropriate evaluators)

Title and Institution (if applicable):

Preferred mailing address:

Email address:

Eligibility: To apply for a Howard Fellowship, you should be able to answer "yes" to each of the following questions. If "no" is the correct answer to any of them, you will need to explain what special circumstances might make you eligible anyway, given the requirements for a Howard Fellowship.

1. Can your current professional status appropriately be viewed as “mid-career” as understood by the Howard Foundation? _____

Appropriate candidates for a Howard Fellowship should have completed their formal studies within the past five to fifteen years and should also have successfully completed at least one major project beyond degree requirements that would be sufficient for the awarding of tenure at a research institution or for achieving comparable peer recognition. Candidates who are already nationally and internationally recognized leaders in their fields as reflected by their promotion to full professor or by comparable recognition in their fields of endeavor are not normally eligible for a Howard Fellowship.

2. Would a Howard Fellowship provide you with time off from other responsibilities to work on your proposed project? _____

Our support is particularly intended to augment paid sabbatical leaves. In the case of independent artists and scholars, or those without paid leaves, we would expect that a Howard Fellowship would enable them to devote a substantial block of time to the proposed project.

3. Are you professionally based in the United States either by affiliation with an institution or by residence? _____

While it is not required that you be a U.S. citizen, the Howard Foundation is unable to provide support for individuals living and working outside of the United States.

George A. and Eliza Gardner Howard Foundation , Box 1945, Brown University, Providence RI 02912		
William C. Crossgrove , Administrative Director		<i>Express Mail:</i> 167 Angell St., Rm. 10, Lower Level
Susan M. Clifford , Coordinator	<i>Tel.</i> (401) 863-2640	<i>Email:</i> Howard_Foundation@brown.edu
<i>Web Site:</i> www.brown.edu/Howard_Foundation		<i>Fax:</i> (401) 863-6280

4. Does your proposed project fall within the fields established for this year's round of applications? _____

Given the limits of our resources, we must adhere strictly to the fields announced each year for project proposals.

If you answered “no” to any of these four questions, please explain what extenuating circumstances justify you in submitting an application anyway?

Letters of Recommendation: Note the instructions concerning three letters of recommendation in the guidelines that precede the application form. There is also a list of guidelines for recommenders at the end of the form. It is your responsibility to send these latter guidelines together with a copy of your project proposal to each recommender, as well as to ensure that the recommendations are completed and sent to us. We strongly suggest that you call or email your recommenders to ensure that they have sent their recommendations by November 10, 2008.

Recommendations requested from (please include title and affiliation):

- 1.
- 2.
- 3.

Title of your project: (Please select a title that clearly identifies your project):

Nominator, including *Name, Title, Signature, and Email Address.* This should normally be the chair of your department. In the case of independent scholars, an appropriate individual in a position to vouch for your professional standing, such as a senior administrator at an educational institution, or a senior official of a relevant professional organization may nominate you.

Your two application packets, to be sent in pocket folders, should each include the completed application form, a *curriculum vitae*, and a project description of no more than three double-spaced pages. Up to 15 pages of previously published supporting material may be included.

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Guidelines for Letters of Recommendation

Deadline Date: November 10, 2008

Please address your letter of recommendation to Professor William C. Crossgrove,
Administrative Director of the Howard Foundation.

The letter of recommendation should indicate your relationship to the applicant (mentor, thesis director, colleague, associate) and should be a maximum of two pages.

In your letter, please consider the following topics: Significance and Originality of the Proposed Work, Quality of the Proposal and Capabilities of the Applicant.

We prefer that you email your letter as an attachment to the Howard Foundation at Howard_Foundation@brown.edu. If you prefer to fax it (401-863-6280) or send it through regular mail (Howard Foundation, Box 1945, Brown University, Providence, RI 02912), you may also do so.

When you prepare your letter to be sent as an attachment, please use the last name and first name of the candidate as the title of your document.

Please include in the signature area of your letter your title, name, institution or professional affiliation, and telephone number.

We will confirm the receipt of your letter by replying to your email. Your letter is confidential throughout the selection process and is never disclosed to the candidate.

These letters are one of the most important elements in determining who will receive a Howard Foundation fellowship, so we ask that you adhere to the deadline, which is **November 10, 2008**. *We will, however, accept letters through November 24, 2008.*