

CIC/Smithsonian Institution Fellowship Announcement

The Committee on Institutional Cooperation (CIC) and the Smithsonian Institution (SI) invite fellowship applications for one-year fellowships to support research in residence at Smithsonian Institution facilities. Fellowships carry a stipend of \$32,700. All fields of study that are actively pursued by the museums and research organizations of the Smithsonian Institution are eligible.

How it Works

Under this fellowship program, the Smithsonian Institution and the Fellow's university share the cost of support. Students enrolled at CIC member universities apply directly through the Smithsonian's Online Application System (SOLAA) – <https://solaa.si.edu>. All unfunded applications will be eligible for consideration in the general Smithsonian Institution competition.

Review of applications for the general competition begins on January 15, 2016.

Eligibility

Students must have completed all course work for their programs, and must have been admitted into doctoral candidacy and satisfied all requirements except completion of the dissertation in order to qualify.

Benefits

In addition to the stipend fellows are eligible for tuition and health insurance benefits in accordance with their university policy. Fellows are eligible to receive allowances for related expenses and for temporary relocation to the Smithsonian.

Application Instructions

See Program Guide (below) for full details. **The application materials must be submitted electronically between September 8, 2015 and December 1, 2015 at 5 PM through <https://solaa.si.edu>.**

Only students enrolled at the following CIC institutions are eligible:

CIC Member Universities:

University of Chicago	University of Nebraska-Lincoln
University of Illinois-Urbana/Champaign	Northwestern University
Indiana University	Ohio State University
University of Iowa	Pennsylvania State University
University of Maryland	Purdue University
University of Michigan	Rutgers University
Michigan State University	University of Wisconsin-Madison
University of Minnesota	

**COMMITTEE ON INSTITUTIONAL COOPERATION
(CIC)
AND
SMITHSONIAN INSTITUTION (SI)
PREDOCTORAL FELLOWSHIP PROGRAM
APPLICATION
2016**



Smithsonian Institution

CIC/SI FELLOWSHIP PROGRAM

GENERAL INFORMATION FOR APPLICANTS

The attached application materials for ~~2015~~ The 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: <http://www.smithsonianofi.com/sors-introduction/>

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.**

PROGRAM GUIDELINES

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 through the Smithsonian's Online Application System (SOLAA) by December 1, 2015 at 5 PM EDT.

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://www.si.edu/content/pdf/about/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, 2016, and March 1, 2017 . 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 I just want to check that the above are CIC requirements and not SI ones. .

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

For the most current **Predoctoral Fellowship** stipend levels see the [Smithsonian website](#). The stipend for Predoctoral Fellows is for twelve months and is 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 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.

Preparing to Apply Online

The following applications will be found under the **Office of Fellowships** in SOLAA not under the museum, research institute or office in which you propose to conduct your research.

Committee on Institutional Cooperation and Smithsonian Institution Predoctoral Fellowship Program

General Information:

Once registered and logged in you will need to complete the requested information regarding mailing address, academic history, current university or college etc. and including identifying the grand challenge under which your proposal falls.

You should review <http://www.smithsonianofi.com/sors-introduction/> as well as www.si.edu.

Files you will need to upload:

Abstract

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

Research Proposal

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 paper size of 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 (<http://www.smithsonianofi.com/sors-introduction/>), 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.

Time Table

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

Budget and justification

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.

Bibliography

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

Curriculum vitae

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.

Transcripts (unofficial are acceptable)

Transcripts (or other materials when transcripts are not issued) from all appropriate institutions are required, except for senior fellowship applications. Applicants for graduate student fellowships must submit undergraduate and graduate transcripts. Applicants for predoctoral and postdoctoral fellowships need only submit graduate transcripts. If transcripts or other materials are not in English the applicant should provide translations.

If you do not have a file to upload please send hardcopy of transcripts to:

Office of Fellowships and Internships
Smithsonian Institution
470 L'Enfant Plaza SW Suite 7102
MRC 902 PO Box 37012
Washington DC 20013-7012

References

You will need the names and email addresses of two persons familiar with your work. 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.

Please provide a copy of your proposal and a copy of attached Letter to Referee to your referees.

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. Therefore, please have the reference submit in sufficient time to meet the deadline date of December 1, 2014.

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.

Through the system (SOLAA) you will send an email to these referees so they can provide references through the web.

If you have any questions please contact the Office of Fellowships and Internships at 202-633-7070 or send an email to siofg@si.edu .



Smithsonian Institution

Office of Fellowships and Internships

Dear Smithsonian CIC Fellowship Applicant Reference,

The Committee on Institutional Cooperation (CIC) and the Smithsonian Institution (SI) are offering graduate students from CIC member universities predoctoral fellowships to conduct independent research at the Smithsonian in association with members of its research staff.

You are being asked by an applicant for a Smithsonian CIC Fellowship to 1) serve as a reference and 2) evaluate the applicant's 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 would also welcome comments reflecting your views about 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.

Reference letters are considered confidential and the contents will not be revealed to the applicant unless confidentiality has been specifically waived by you. **Through an online system the applicant will generate an email to you from solaa_sc@si.edu providing a link so that you can upload your letter of reference.** The deadline for the application is December 1st. Please submit your letter in sufficient time to be included in the review.

The application consists of the proposal, academic records, and two supporting letters. It 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.

Thank you in advance for the time and energy you spend on this reference. Your careful assessment of this application will help ensure a good fit for the candidate and high standards for fellowship programs. You can take great satisfaction in knowing that the contribution reviewers like yourself make is vital for the Smithsonian's mission to diffuse knowledge to all.

With respect and best wishes,

Eric Woodard
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Director of Fellowships and Internships

Tel. 202-633-7070
Email WoodardE@si.edu
<http://smithsonianofi.com>

