

## Smithsonian Institution Fellowship Program Application Checklist

- Abstract** (1 page, double-spaced)
- Research Proposal**
  - Less than 1,500 words (excluding all other parts of the application)
  - Double-spaced, 12-point font
  - Description of research plan, including methodology and the Smithsonian facilities and resources you would use
    - If submitting a two-year proposal, the plan clearly delineates the objectives and methods of both year one and two
  - Importance of research, both in relation to the broader discipline and to your own scholarly goals
  - Identifies Smithsonian sponsor/host, their specialty, and any other co-advisor(s) or consultant(s)
- Timeline**
  - Proposed start and end dates (*Fellowships must begin between June 1, 2022 and March 1, 2023. Fellowships longer than three months must begin on the 1<sup>st</sup> or 15<sup>th</sup> day of the month.*)
  - Estimated time period for each phase of research
    - If submitting a two-year proposal, clearly delineates the tasks and phases for each year
- Budget and Justification – (does not apply to graduate student fellowships)**
  - Provides budget for equipment, supplies, research-related travel costs, and other support required to conduct research (excluding stipend and relocation costs)
  - Does NOT include funding to do any direct hires.
  - If funds exceed \$4,000/year, explain source of additional funds
  - If submitting a two-year proposal, clearly delineates funds used in both year one and year two
- Bibliography**
  - Includes all citations from Research Proposal
- Diversity Statement**
  - 1-page or less
  - Addresses how your perspective, experience, and/or project contribute to diversity, equity, inclusivity, and accessibility of your discipline
- Curriculum Vitae (CV)**
  - 4-page maximum
  - Includes previous and current fellowships, grants, and/or awards
  - Includes any peer-reviewed publications (including submitted, in press, or published)
  - Includes presentations
  - Includes any other relevant experiences (e.g., service, mentoring, trainings)
  - If English is not your native language, please specify your native language and give level of proficiency in reading, conversing, and writing English
- Transcripts**
  - Includes (unofficial or official) transcripts from all appropriate institutions
    - Graduate Student Fellow Applicants – undergraduate and graduate transcripts
    - Pre- and post-doctoral Applicants- graduate transcripts
    - Transcripts are in English
- References**
  - Provided names and email addresses for two references
  - Provided a [Letter to Referee](#) to references
  - Sent email to references from SOLAA system
  - Letters successfully uploaded by references