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 1st or 15th 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 $5,000/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