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