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