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 $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