

Application procedures for a  
HOWARD FOUNDATION FELLOWSHIP  
for 2010-2011 in the fields of  
CREATIVE WRITING IN ENGLISH: FICTION and POETRY

### General Guidelines

**Two** pocket folders each containing complete sets of the application materials should be mailed to the Howard Foundation, Box 1945, Brown University, Providence, RI 02912 (194 Meeting Street, Room 012, for express mail delivery) with a postmark dated not later than November 9, 2009. **Please note that Howard Fellowships may not be used for producing exhibits, nor are they available to support institutional programs.**

The pocket folders have proven convenient for evaluators, and the pockets ensure that supporting materials are not easily misplaced. Each pocket folder should also have a clearly visible label on the outside containing your name and your field. Please do not bind your packets, place them in separate envelopes, or use paper clips, though you are welcome to use staples to fasten together individual parts of the packet. Each of these packets of materials should consist of the following items:

1. *Application Form.* The application form included below must be completed and a copy placed in each of the application packets. This form also needs to be co-signed by a nominator, usually the chair of your department. In the case of independent writers, the nominator can be another individual qualified to vouch for your appropriateness for a Howard Fellowship, such as a senior administrator of an educational institution or a senior officer of another relevant organization.
2. *Project description.* As noted in the application form, a project description of no more than three double-spaced pages should be included.
3. *Curriculum vitae.* Please enclose a recently updated *curriculum vitae*.
4. *Supporting materials.* A writing sample of previously published work of no more than 20 pages should be included. While you may staple items together, please do not use paper clips.

You will need to request three letters of recommendation from colleagues in your field. We suggest that you request letters from three persons who know your work (i.e., mentor, editor, fellow author, reviewer) and can appropriately evaluate and discuss your proposed project. A guideline for letters of recommendation has been included for you to copy and send to your recommenders. These guidelines should be sent to them as soon as possible along with a copy of the description of your project. As the deadline nears, we suggest that you call or email the recommenders to make certain that the letters have been sent. The deadline for the letters of recommendation is also November 9, 2009. We prefer that recommenders send their recommendations as email attachments to [Howard\\_Foundation@brown.edu](mailto:Howard_Foundation@brown.edu), but hard copy letters are also

acceptable for those who prefer to send them, and our regular mail address is included in the guidelines.

Our approximate timetable for evaluating applications is:

November 9, 2009: Deadline for applications and letters of recommendations

November 2009-March 2010: Evaluators review applications

Late March 2009: Board of Administration reviews applications

Early April 2010: Announcement of awards

If you would like confirmation that your application packet or your letters of recommendation have arrived, please email us near the deadline, and we will try to answer by email. Should you have any questions, please call us anytime between 9:30 am and 1:30 pm, Monday through Thursday or send a message to our email address. You can also leave a voicemail message if no one is in the office. **Please note that we cannot return items submitted to us, so keep that in mind when you decide what to send along as supporting materials.**

William C. Crossgrove, Administrative Director  
Professor Emeritus of German Studies and Comparative Literature

Susan M. Clifford, Coordinator

George A. and Eliza Gardner <b>Howard Foundation</b> , Box 1945, Brown University, Providence RI 02912	
<b>William C. Crossgrove</b> , Administrative Director	<i>Express Mail:</i> 194 Meeting Street, Room 012
<b>Susan M. Clifford</b> , Coordinator	<i>Email:</i> <a href="mailto:Howard_Foundation@brown.edu">Howard_Foundation@brown.edu</a>
<i>Web Site:</i> <a href="http://www.brown.edu/Howard_Foundation">www.brown.edu/Howard_Foundation</a>	<i>Fax:</i> (401) 863-6280

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**Application Form**

Full Name:

Date:

Signature:

Field in which you are applying (Circle one): Fiction Poetry

Title of your project: (Please select a title that clearly identifies your project):

Title and Institution (if applicable):

Preferred mailing address:

Email address:

*Eligibility:* To apply for a Howard Fellowship, you should be able to answer "yes" to each of the following questions. If "no" is the correct answer to any of them, please explain below what special circumstances you think might make you eligible, given the requirements for a Howard Fellowship.

**1. Can your current professional status appropriately be viewed as "early mid-career" as understood by the Howard Foundation? \_\_\_\_\_**

Appropriate candidates for a Howard Fellowship should have completed their formal studies within the past five to fifteen years and should also have **published** at least one major project beyond degree requirements that would be sufficient for the awarding of tenure at a research institution or for achieving comparable peer recognition.

Candidates who are already nationally and internationally recognized leaders in their fields as reflected by their promotion to full professor or by comparable recognition in their fields of endeavor are not normally eligible for a Howard Fellowship.

**2. Would a Howard Fellowship provide you with time off from other responsibilities to work on your proposed project? \_\_\_\_\_**

Our support is particularly intended to augment paid sabbatical leaves. In the case of independent authors, or those without paid leaves, we would expect that a Howard Fellowship would enable them to devote a substantial block of time to the proposed project.

**3. Are you professionally based in the United States either by affiliation with an institution or by residence? \_\_\_\_\_**

While it is not required that you be a U.S. citizen, the Howard Foundation is unable to provide support for individuals living and working outside of the United States.

George A. and Eliza Gardner **Howard Foundation**, Box 1945, Brown University, Providence RI 02912

**William C. Crossgrove**, Administrative Director

*Express Mail:* 194 Meeting Street, Room 012

**Susan M. Clifford**, Coordinator

*Tel.* (401) 863-2640

*Email:* [Howard\\_Foundation@brown.edu](mailto:Howard_Foundation@brown.edu)

*Web Site:* [www.brown.edu/Howard\\_Foundation](http://www.brown.edu/Howard_Foundation)

*Fax:* (401) 863-6280

**4. Does your proposed project fall within the fields established for this year's round of applications? \_\_\_\_\_**

Given the limits of our resources, we must adhere strictly to the fields announced each year for project proposals.

If the answer to any of the four preceding questions was "no," please explain here what extenuating circumstances justify you in submitting an application anyway?

*Letters of Recommendation:* Note the instructions concerning three letters of recommendation in the guidelines that precede the application form. There is also a list of guidelines for recommenders at the end of the form. It is your responsibility to send these latter guidelines together with a copy of your project proposal to each recommender, as well as to ensure that the recommendations are completed and sent to us. We strongly suggest that you call or email your recommenders to ensure that they have sent their recommendations by November 9, 2009.

Recommendations requested from (please include title and affiliation):

- 1.
- 2.
- 3.

*Nominator, including Name, Title, Signature, and Email Address.* This should normally be the chair of your department if you hold an academic appointment. If you are an independent writer, a senior official of a relevant professional organization may nominate you.

Your two application packets, to be sent in pocket folders, should each include the completed application form, a *curriculum vitae*, and a project description of no more than three double-spaced pages. A writing sample of up to 20 previously published pages should also be enclosed.

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**Guidelines for Letters of Recommendation**

*Deadline Date: November 9, 2009*

Please address your letter of recommendation to Professor William C. Crossgrove, Administrative Director of the Howard Foundation.

The letter of recommendation should indicate your relationship to the applicant (mentor, thesis director, colleague, associate) and should be a maximum of two pages.

In your letter, please consider the following topics: Significance and Originality of the Proposed Work, Quality of the Proposal and Capabilities of the Applicant.

We prefer that you email your letter as an attachment to the Howard Foundation at [Howard\\_Foundation@brown.edu](mailto:Howard_Foundation@brown.edu). If you prefer to fax it (401-863-6280) or send it through regular mail (Howard Foundation, Box 1945, Brown University, Providence, RI 02912), you may also do so.

**When you prepare your letter to be sent as an attachment, please use the last name and first name of the candidate as the title of your document.**

Please include in the signature area of your letter your title, name, institution or professional affiliation, and telephone number.

We will confirm the receipt of your letter by replying to your email. Your letter is confidential throughout the selection process and is never disclosed to the candidate.

These letters are one of the most important elements in determining who will receive a Howard Foundation fellowship, so we ask that you adhere to the deadline, which is **November 9, 2009**. *We will, however, accept letters through November 23, 2009.*

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