

Application procedures for a **HOWARD FOUNDATION FELLOWSHIP** for 2011-2012
in the fields of CREATIVE NON-FICTION, LITERARY TRANSLATION (INTO
ENGLISH), FILM STUDIES, and LITERARY STUDIES

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 1, 2010. **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 should be completed (this can be done on your computer), printed, and signed, with one copy placed in each of the application packets. The forms also need 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 sample of previously published work of no more than 20 pages may 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 1, 2010. We prefer that recommenders send their recommendations as email attachments to 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 1, 2010: Deadline for applications and letters of recommendations

November 2010-March 2011: Evaluators review applications

Early April 2011: Board of Administration reviews applications

Mid April 2011: 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 between 9:30 am and 1:00 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 **Howard Foundation**, Box 1945, Brown University, Providence RI 02912

William C. Crossgrove, Administrative Director

Susan M. Clifford, Coordinator

Tel. (401) 863-2640

Express Mail: 194 Meeting Street, Room 012

Email: Howard_Foundation@brown.edu

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 1, 2010.

Recommendations requested from (please include title and affiliation):

- 1.
- 2.
- 3.

Nominator. 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.

Name:

Title:

Email (or mailing) address:

Signature:

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.

HOWARD FOUNDATION FELLOWSHIP for 2010-2011 in the fields of CREATIVE
WRITING IN ENGLISH: FICTION and POETRY
Guidelines for Letters of Recommendation

Deadline Date: November 1, 2010

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. 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 1, 2010. *We will, however, accept letters through November 15, 2010.*

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