

September 2017

Andrew Carnegie Fellows Program

### **Instructions and Criteria**

As noted in the cover letter, the following are eligible for consideration for a fellowship: senior and junior scholars, journalists, and public intellectuals. You may nominate up to two people. If you are a university president, you may nominate one junior and one senior scholar from your full-time faculty. A junior scholar is defined as a scholar who received his/her Ph.D. ten years ago or less—that is, between 2007 and 2017. A senior scholar is a scholar more than ten years out from his/her Ph.D. If you are not in academe, you may nominate up to two individuals, without regard to the junior/senior category.

If you wish to make a nomination, please provide your candidate with a letter of nomination describing his or her qualifications and this [link](#) to the Andrew Carnegie Fellows web page for online application forms and information. Completed applications are due by 5:00 pm EST on **Friday, November 17, 2017**. No exceptions will be honored. All applications must be submitted through our online system; nominees should upload the letter of nomination from you, along with the required materials listed below.

A **complete application** will comprise the following:

1. A letter of nomination for each candidate. The letter should include a brief description of the candidate's qualifications and potential and describe how his or her contributions will address pressing issues and cultural shifts affecting us at home and abroad. Only an application with a letter of nomination from a designated nominator (those who received a letter from Vartan Gregorian, president of Carnegie Corporation, requesting nominations) will be considered. Self-nominations will not be accepted.
2. For each candidate, a three- to five-page prospectus prepared by the nominee that describes his or her project, including a projected work plan and approximate time frame. The prospectus (and all other materials) should be double-spaced and set at a minimum 12-point font. **NB:** jurors will not read any prospectus beyond the five-page limit. However, a separate bibliography may be attached.
3. A one-page summary of the prospectus
4. A copy of the nominee's curriculum vitae
5. A one-page summary of the curriculum vitae
6. An estimate of budgetary requirements. A budget form and instructions for filling it out are provided as part of the online application. To access the application, go to the [Andrew Carnegie Fellows web page](#).
7. A short narrative biography: 250-400 words, for use in press dissemination and on our website
8. Photo: A high-resolution portrait photo suitable for a publication or website (minimum 300 DPI, JPG or TIFF that has no copyright restrictions). This will be used in announcing the winners and as part of a feature on the web page of the Andrew Carnegie Fellows Program.

The selection process will consist of two stages. First, anonymous, nationally prominent experts in various fields will conduct a preliminary evaluation of nominees' proposals. Then the top proposals will be forwarded to the members of the jury for their scrutiny and ultimate decision.

## Criteria

Nominations will be evaluated based on the following criteria:

- Originality and promise of the idea
- Quality of the proposal
- Potential impact on the field
- Record of the nominee
- Plans to communicate findings to a broad audience

All recipients must be U.S. citizens or have permanent U.S. residency status. Nominees should bear in mind that individual fellowships will not be awarded to support dissertations, debt repayments, lobbying efforts, the purchase of equipment, or rent. Fellowships may be used to support such expenses as salary, fringe benefits, project-related travel, research assistants, and translators.

The recipient of a fellowship may choose to accept the award directly, as an individual, or through his/her institution. Nominees should be aware that there *may be tax implications* associated with the award when it is received by the individual. Carnegie Corporation of New York will issue a Form 1099 at the end of the tax year for all funds disbursed to individuals. However, the Corporation cannot give tax advice. If the fellowship recipient chooses to accept the award through his/her institution, the institution serves as payor and assumes all tax-reporting responsibilities for the fellow's award. Whether the fellowship recipient receives the award directly or through his/her institution, NO indirect/overhead costs will be allowed or paid to the institution; the successful nominee shall receive the entire fellowship for support of his/her research project.

**Nominators from colleges and universities:** Nominations must be approved by the president. In nominating a scholar for the fellowship, the institution is expressly indicating that it fully supports the nominee. If the nominee is chosen, the institution agrees to make certain that he or she suffers no adverse financial or other consequences as a result, including but not limited to, loss or suspension of health or retirement benefits.

In accepting his or her institution's nomination, the candidate is affirming that, if chosen for a fellowship, he/she will accept. Winners may not accept other fellowships in addition to the Andrew Carnegie Fellowship for the same period of time.

For more information, please contact:

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