

Library of Congress Office of Scholarly Programs / John W. Kluge Center
GENERAL APPLICATION FORM FOR RESIDENT RESEARCH PROGRAMS

Indicate the program for which you are applying (select **one only**, per application);
deadlines are strictly observed:

- Kislak Fellowship in American Studies** Deadline: February 28 (8 months residency)
 Kislak Short-Term Fellowship Deadline: January 31 (short-term residency)
 Larson Fellowship program Deadline: April 15 (6-12 months residency)
 Kluge Fellowship program Deadline: July 15 (6-11 months residency)
 Kissinger Chair program Deadline: October 1 (10 months residency)
 LC Kluge Staff Fellowship program (Open to Library of Congress staff **ONLY**)
Deadline: March 20 (9 to 12 months residency)

Part 1. PERSONAL INFORMATION

NAME

Last:

First:

Middle:

HOME ADDRESS

Number and Street:

City:

State:

ZIP or Postal code:

Country:

TELEPHONE, FAX, EMAIL

Home phone:

Work phone:

Cell phone:

Fax number:

Primary Email address:

CURRENT POSITION

Position/Title/Rank:

Discipline (Indicate discipline associated with your position title, e.g., Professor of
History):

Department:

Name of Institution or Organization:

Number and Street / Building:

City:

State:

ZIP or Postal code:

Country:

DATE AND PLACE OF BIRTH:

COUNTRY OF CITIZENSHIP:

COUNTRY OF PERMANENT RESIDENCE (if different from country of citizenship):

SOCIAL SECURITY NUMBER (if U.S. citizen or permanent resident):

If NOT a U.S. citizen or permanent resident---

Social Security number or ITIN number (indicate which; if None, so indicate):

What were the dates of your last visit to the U.S. (if No prior visits, please indicate):

What visa did you use for your last U.S. visit (B-1, J-1, etc.):

If a J-1 visa was used, indicate your visitor category (e.g., scholar/researcher, specialist, government visitor, short-term scholar, etc.)

Part 2. EDUCATIONAL BACKGROUND

ATTACH A CURRICULUM VITAE indicating major prior scholarship, awards, etc.

MONTH AND YEAR YOUR PH.D. DEGREE WAS AWARDED (you **MUST**

supply both):

Month:

Year:

If you do not have a Ph.D. degree, indicate your highest earned degree here, and the month and year it was awarded:

Applications from candidates whose degrees were awarded more than seven years prior to the application deadline will be deemed ineligible. (This requirement does not apply to LC Staff applicants.) Exceptions are made for persons whose academic careers were interrupted for reasons related to family, illness, or military service. If you are claiming such an exception, please explain the circumstances:

Part 3. SUBJECT / LANGUAGE EXPERTISE

TOPICAL FOCUS OF PROPOSED RESEARCH (e.g., Literary culture in Hungary):

GEOGRAPHICAL REGION AND / OR LANGUAGE(S) OF PROPOSED

RESEARCH:

LANGUAGE EXPERTISE (Indicate appropriate language level):

English

Reading:

___Excellent;

___Fair;

___Poor

Writing:

___Excellent;

___Fair;

___Poor

Speaking:

___Excellent;

___Fair;

___Poor

How did you acquire competency in English?

Language(s) in your specialty (indicate language here and appropriate level(s) below):

Reading:

Excellent;

Fair;

Poor

Writing:

Excellent;

Fair;

Poor

Speaking:

Excellent;

Fair;

Poor

How did you acquire competency in the language(s):

Part 4. THE PROJECT PROPOSAL **PROJECT MATERIALS**

Provide the following along with this application form and the curriculum vitae mentioned in **Part 2** above---

---A one paragraph summary / abstract of your proposed research;

---A detailed project proposal, limited to **no more** than three, single-spaced pages;

---A bibliography that indicates works you have consulted for your project proposal.

EXPLAIN WHY THE LIBRARY OF CONGRESS IS AN APPROPRIATE VENUE FOR YOUR RESEARCH (limit to one paragraph). NOTE: As part of the application review process, Library of Congress staff specialists and curators will have an opportunity to comment on this aspect.

Part 5. REFERENCES

Distribute a Reference Form and copy of your research proposal to three people who are familiar with your work. Indicate their names, telephone numbers, and Email addresses here.

PLEASE NOTE: Broad comments that only address the applicant's general knowledge or character are not particularly useful in the evaluation process. Please insure that reference letters arrive **NO LATER** than two weeks after the application deadline.

Reference 1

NAME:

Phone:

Email:

Reference 2

NAME:

Phone:

Email:

Reference 3

NAME:

Phone:

Email:

Part 6. OTHER INFORMATION

Do you have any special needs regarding access or space requirements? Please explain:

How many months of residency do you seek in this fellowship program?

Would you accept less than your desired number?

APPLICANTS FOR THE LC KLUGE STAFF FELLOWSHIP (the following applies ONLY to Library of Congress staff members)

---Explain how you acquired your specialized subject, regional, and / or language expertise:

---Describe your current LC position and explain why your proposed research can **NOT** be done as part of your regularly assigned duties:

---Give the month and year of the start of your LC employment:

---Have your supervisor and division chief sign the Notification Form, indicating that they are aware of your interest in the LC Kluge Staff Fellowship program

Part 7. CERTIFICATION

I certify that the information given above is correct to the best of my knowledge.

Signed:

Print name here:

Date:

INSTRUCTIONS

Supply answers to all questions. If a question is not applicable, please mark it “N/A” Submit other required materials such as the curriculum vitae, project abstract, project proposal, and bibliography along with the application. Supplementary material not specifically requested as part of the application will be discarded.

Keep in mind that a panel of scholars will review application materials. The panel will consider your application in relation to as many as 30 or more other applications. They will consider your experience, your record of scholarly activity, your professional accomplishments, the likelihood that you will be able to complete and publish your research, and most of all, the significance of what it is that you propose to research. Remember too that you have to demonstrate how important it is to your research that it is done specifically at the Library of Congress. All resident research programs require full time attendance at the Library of Congress; grant funds may not be used to work elsewhere.

Insure that your selected references have enough time to consider and comment on your proposal and to submit their letters of reference to the Library by the program deadline date. Letters of reference are more highly regarded if they address the specific proposed activity and how well the candidate is suited to undertake it, as opposed to being simply letters that verify character, limit comments to previous work, or make only general observations on the topic.

Applications must be post-marked by the deadline date in any given year of competition. Because of continuing mail delivery delays, applications may be emailed (to: **scholarly@loc.gov**) or faxed (to: **202 707-3595**) in order to insure submission by the program deadline date. If faxed or emailed, the original, signed application form **must be mailed and received at the Library within three weeks of the application deadline. It is strongly urged that the same transmittal procedures be applied to references.**

If applying for the Kluge Fellowship program, send application and all supporting materials by July 15 to:

Kluge Fellowships Program
Office of Scholarly Programs
Library of Congress
101 Independence Ave., S.E.
Washington, DC 20540-4860

If applying for The Kislak Fellowship in American Studies, send application and all supporting materials
by February 28 to:

The Kislak Fellowship in American Studies
Office of Scholarly Programs

Library of Congress
101 Independence Ave., S.E.
Washington, DC 20540-4860

If applying for the Kissinger Chair program, send application and all supporting materials
by October 1 to:

Kissinger Chair Program
Office of Scholarly Programs
Library of Congress
101 Independence Ave., S.E.
Washington, DC 20540-4860

If applying for the LC Kluge Staff Fellowship program, send application and all
supporting materials by March 20 to:

LC Kluge Staff Fellowships Program
Office of Scholarly Programs
Library of Congress
101 Independence Ave., S.E.
Washington, DC 20540-4860

The LIBRARY of CONGRESS John W. Kluge Center

REFERENCE FORM

1. APPLICANT:

Last Name:
First Name:
Middle Name:

2. PROGRAM:

Kluge Fellowship Program
 Kissinger Chair Program
 The Kislak Fellowship in American Studies
 Kluge LC Staff Fellowship Program

3. REFERENCE INFORMATION

Last Name:
First Name:
Middle Name:
Position Title:
Name of Organization / Institution:
Street Address:
City:
State:
Zip or Postal Code
Country:
Phone:
Fax:
Email:

3. INSTRUCTIONS

In a general statement not more than two pages in length, individuals providing references are requested to cover the following information:

- How long and under what circumstances the reference knows the applicant
- Applicant's background, including professional qualifications and activities
- Applicant's level of competence to work with the proposed language materials and/or subject matter
- Merits of the applicant's proposal and significance of the proposed research
- Proposal's relation, if any, to earlier research performed by the applicant
- Project's potential to reach a wider audience
- Appropriateness of the Library of Congress as a venue for the proposed research
- Applicant's ability to carry out the project as designed

Send this form together with the general reference statement to:

By Mail:

[Program Name]
Office of Scholarly Programs

Library of Congress
101 Independence Ave., S.E.
Washington, DC 20540-4860

By FAX:

202 707-3595
Attention: [Program Name]

By Email:

scholarly@loc.gov