

Smith Richardson Foundation
World Politics and Statecraft Fellowship
Proposal Template

A complete proposal should include all of the following components. Proposals that do not conform to the requirements will not be considered for the Fellowship competition. Please submit your proposal via e-mail to worldpolitics@srf.org.

- Cover letter from the applicant's institution;
- Proposal;
- Appendices (budget, CV, and a recommendation letter).

All of these items, with the exception of the recommendation letter, are to be submitted as a single document. Applicants will receive confirmation of their submission via e-mail.

A note for past Fellows: There are two significant changes to this year's application for previous winners of the Fellowship. First, there is an additional required appendix that summarizes your activities during the year or years that you have received Smith Richardson Foundation support through the Fellowship program. Second, no letter of recommendation is required, though one will be accepted if you choose to include it.

Cover Letter from the Applicant's Institution:

The proposal should be accompanied by a letter from an appropriate departmental representative certifying two facts:

- (1) the applicant is enrolled in a full-time Ph.D. program, has completed his or her coursework, and has passed all of the qualifying examinations; and
- (2) the academic institution will administer the funds and will not charge administrative overhead expenses.

Proposal:

The body of the proposal should be single-spaced with spaces between paragraphs. It should have margins of at least 1 inch on all sides and should be written in no smaller than regular 12 point font. It should not exceed 3 pages in length.

The proposal should include:

Applicant and Proposal Data: Please list this information in a block format at the top of the first page.

Name of the applicant
Contact Information:
 Mailing Address
 Telephone Number
 E-mail Address
Title of proposal
Name of academic institution and department

Abstract: Write a *brief* paragraph (i.e., no more than five sentences) that describes the central question addressed by the applicant's dissertation and the planned research approach in general terms. In the event that you are selected as a Fellow, your abstract will be circulated among the Foundation's senior leadership and Board of Governors.

The remainder of the three pages of the proposal should be divided among the following three sections:

Issue: Describe the U.S. national security and foreign policy issue addressed by the dissertation. Describe the potential contribution of the dissertation to the policy community.

Research Design and Activities: Describe the dissertation's analytical framework, key questions and hypotheses, and proposed research methods and activities.

Fellowship Plan: Describe how the fellowship will be used to advance the dissertation.

There is no preferred format for references; they may be submitted as endnotes, footnotes, or parenthetical citations. A single endnotes page will not be counted against the three-page limit.

Appendices. Each of the following items should be attached as an appendix to the proposal.

Appendix A – Budget: This should be no longer than one page. At a minimum, it should take into account the following:

1. International or domestic travel
2. Lodging, food, and other daily costs
3. Research costs (e.g. photocopying, etc.)
4. Other miscellaneous costs

Appendix B – CV: The applicant's complete *curriculum vitae* should be included as the second appendix item.

Appendix C – Letter of Recommendation: A letter of recommendation should be included from a faculty member familiar with the applicant's research.

Appendix D – Summary of Fellowship Activities: For previous Fellowship winners only. This is up to two pages summarizing your plan and activities from your previous Fellowship-supported work, any relevant findings that were not covered in the main body of your application, and any explanation as to why further support is needed.