

# Smith Richardson Foundation World Politics and Statecraft Fellowship

## Application Requirements and Procedure

### Eligibility

The applicant must:

- Be a full-time student at a U.S. university. If applying from a university outside the United States, that university must have a properly incorporated U.S. 501(c)3 entity and a cover letter of sponsorship for the applicant must come from the U.S. 501(c)3 organization.
- Have completed his or her coursework, and has passed all of the qualifying examinations *by the time of the application deadline*.

### Required Documents

Two (2) letters:

- The first letter should be a cover letter from an appropriate departmental representative certifying that (1) the applicant enrolled in a full-time Ph.D. program, has completed his or her coursework, and has passed (i.e., by the time of the application deadline) all of the qualifying examinations; and (2) the academic institution will administer the funds and will not charge administrative overhead expenses.

If the applicant is applying from a non-U.S. university, the letter should also certify that the applicant's university is affiliated with a U.S. 501(c)3 entity that can administer the grant and provide that entity's full legal name and contact information. If this information is missing, the application will not be considered.

- The second letter is a recommendation letter from a faculty member familiar with the applicant's research. Recommendation letters can be sent directly to the Foundation at this address: [worldpolitics@srf.org](mailto:worldpolitics@srf.org). (Letters should be sent with the applicants name in the subject box of the e-mail.) Please note that it is the applicant's responsibility to make sure that the letter is received by the Foundation by the above deadline. The Foundation will not notify the applicant that the recommendation letter is missing from the application nor will it extend the deadline to accommodate a late recommendation letter.

Only one recommendation letter is required.

### Project Limitations

There are no particular limitations to how the fellowship funds may be used, provided that the budget has been properly approved by the sponsoring university. The Foundation, however, will give preference to field work, language training, and archival work, as opposed to living expenses and equipment purchase (e.g., laptop).

## Proposal Template

The proposal should follow carefully the template below and submitted as a *single* PDF document. Proposals that do not conform to the requirements will not be considered for the Fellowship competition. Please submit your proposal by e-mail to the address: [worldpolitics@srf.org](mailto:worldpolitics@srf.org). Applicants will receive confirmation of their submission via e-mail.

A complete application should include **all** of the following components.

- Cover letter from the applicant's institution
- Proposal
- Appendices (budget, CV, and a recommendation letter, unless s/he is sending in directly).
- **A note for past Fellows only:** Previous winners of the Fellowship must submit 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. No letter of recommendation is required from previous winners, though one will be accepted if you choose to include it.

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:

Applicant's 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. For those dissertations employing either the large-N or select case study (or a combination of the two) method to establish cause and effect dynamics, the applicants should clearly explain how they plan to account for potential confounding effects of third variables.

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, if it’s being supplied with the proposal. If the recommender is sending it to us separately, please indicate the name of the recommender. In that case, please note that it is the applicant’s responsibility to make sure that the letter is received by the Foundation by the deadline. The Foundation will NOT notify the applicant that the recommendation letter is missing from the application or will it extend the deadline to accommodate a late recommendation letter.

Appendix D – Summary of Fellowship Activities: **For previous Fellowship winners only**. This is up to two pages summarizing your 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.

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