

Ford Foundation Postdoctoral Fellowships Required Supplementary Materials

Submission Deadline: January 9, 2024 at 5:00 PM Eastern Standard Time (EST)

Applicants will not be able to upload transcripts and verification forms until *AFTER* they have submitted the main portion on their online application. Letter writers will be able to upload letters as soon as they have received the notification link sent by the applicant up until the Supplementary Materials submission deadline.

The application system will close promptly on the deadline, and all required materials must be successfully submitted online in order for an application to be considered for review. Applicants and letter writers should take the time zone into account if they will be submitting materials from a different time zone. It is strongly advised that applicants and letter writers submit their materials well ahead of the deadline. **Out of fairness to all applicants, we regret that we cannot consider requests for extensions for any circumstances for anyone (applicants or letter writers) who is unable to successfully submit their materials by the deadlines.**

References Page

Applicants must provide the names and contact information of a minimum of three (maximum of five) individuals who will successfully upload a **letter of recommendation** by the deadline stated above. ***In addition, applicants must enter the name and contact information for the individual who will provide a host commitment letter.*** It is the practice of the Ford Foundation Fellowships that letters of recommendation are not made available to applicants.

Letters of Recommendation

- While it is at the discretion of the applicant to select individuals to write letters on their behalf, it is recommended (not required) that the following letter writers be included in the application:
 - At least one colleague (e.g. department chair, division chair, or dean) in the applicant's current institution who has had an opportunity to observe the applicant's teaching and research abilities
 - Individuals selected from within or outside the applicant's institution (e.g. recognized authorities in the applicant's field with whom the applicant is well acquainted, individuals in closely allied fields, or the applicant's thesis adviser)
- Each letter writer should have current knowledge of the applicant's academic and professional experience and abilities. They should be familiar with the applicant's specialized field of research and proposed research plan.
- Letters from personal friends, clergy, medical doctors, and family members are not appropriate.
- Requesting four or five letters is recommended to ensure the minimum number of three letters is received.
- Applicants should provide each letter writer a copy of their essays and any other relevant information which will enable the writer to submit a strong letter on their behalf.
- Letters must be saved in .pdf format and must not exceed 4 MB.

- It is the responsibility of the applicant to use the notification tool in the online application system to request a letter from their letter writers. Once applicants take this action, letter writers will receive an e-mail from FordApplications@nas.edu containing a link to [instructions](#) on the content of their letters as well as a link to the letter upload page. Letter writers must upload their letters via the online application system. Letters sent via postal mail or e-mail will not be accepted.

Host Commitment Letter

Postdoctoral applications must include a letter documenting the commitment of the proposed host mentor/host institution. The letter should be written by the proposed mentor or an individual who can address the commitment of the proposed fellowship institution (e.g. an administrator or department chair) and should:

- Describe how the host mentor/host institution will support the applicant's Proposed Plan of Study or Research both intellectually and logistically, including information on the advantages that the chosen fellowship location will provide in facilitating the completion of the proposed work
- Confirm that the applicant has made the necessary contacts that will enable them to take advantage of the proposed research site, including any formal permission necessary to conduct the research
- State whether the host mentor/host institution will provide the necessary facilities (including any requirements for space, equipment, etc.) or materials to assist the Fellow in the successful completion of their proposed project

In some cases, the host is a close mentor of the applicant and will also submit a traditional letter of recommendation; in such cases, the letter writer should follow the instructions above regarding letters of recommendation for a second letter. The letter writer will receive a separate notification for each type of letter to be submitted.

PLEASE NOTE:

It is the responsibility of the applicant to ensure that each letter writer has received the e-mail containing the link to the letter upload page and that the minimum number of letters of recommendation *as well as the host commitment letter* are successfully uploaded to the online application system by the deadline. **Applications with fewer than three letters of recommendation successfully uploaded by letter writers by the January 9, 2024, 5:00 PM EST deadline will not be reviewed.**

Supplementary Material Page

Transcripts and GPAs

Applicants must ensure that the Education History section of the application is accurate, prior to application submission, to ensure that the required transcript upload field is available. It is the responsibility of the applicant to upload the required transcript and to ensure transcript legibility and degree attainment date once the document has been uploaded. Transcripts sent via postal mail or e-mail will not be accepted.

The following transcript is **required** (an unofficial transcript is acceptable; GPA is not required):

- **Ph.D. or Sc.D. transcript showing all Ph.D. or Sc.D. courses taken, final grades for each course, and date of award of the Ph.D. or Sc.D. degree**

The following transcripts are **not** required:

- Transcripts from undergraduate institutions
- Transcripts for Associate degrees, non-degree coursework or programs, or study abroad programs

Transcript files should:

- Not be secured, password-protected, or encrypted files
- **Not include personal identifying information (PII) such as a Social Security number and date of birth** (names are acceptable). Applicants should redact, cover, or remove PII prior to uploading the document.
- Be accompanied by a certified English translation and description of the institution's grading system if issued in a language other than English

PLEASE NOTE:

It is the responsibility of the applicant to ensure that all transcripts include the most up-to-date information. Applicants should note that **transcripts uploaded for a previous competition will NOT carry over into the current competition**. Applicants must upload all required transcript documents for the current competition.

Any changes to the education record may result in a loss of transcripts; it is the applicant's responsibility to verify that all materials are included in the application prior to the Supplementary Materials deadline.

Verification of Doctoral Degree Status Form

The applicant's graduate Adviser or department Chair must sign the National Academies of Sciences, Engineering, and Medicine's [2024 Verification of Doctoral Degree Status Form](#) for applicants whose Ph.D. or Sc.D. degree is not shown as completed on the Ph.D. or Sc.D. transcript. This form confirms that the applicant has completed all requirements for the Ph.D./Sc.D. degree, including successful defense of the dissertation, by December 12, 2023. The applicant must successfully upload the signed 2024 form to the online application as a .pdf document **by the January 9, 2024, 5:00 PM EST Supplementary Materials deadline**.

PLEASE NOTE:

Applicants must ensure that the Eligibility and Education History sections are accurate, *prior to application submission*, including the current institution, to ensure that the Verification of Doctoral Degree Status Form upload field is available in the Supplementary Materials section of the application.