Ford Foundation Postdoctoral Fellowships – Application Instructions
Submission Deadline: December 12, 2023 at 5:00 PM Eastern Standard Time

General Guidelines and Advance Preparation

- Provide all information requested on the application web pages.
- Prepare and successfully upload documents.
  - Essays must be the applicant's original work.
  - Provide informative detail and avoid technical jargon and/or highly technical content.
  - Get feedback from advisers, mentors, and colleagues.
  - Carefully proofread all documents.
- Contact potential letter writers to submit letters of recommendation by the Supplementary Materials deadline.
- Confirm the minimum Supplementary Materials required for complete application submission.

Document Formatting

- Save all documents as .pdf files prior to upload.
- Do not password protect files as reviewers will not be able to view them.
- Do not use long file names or special characters in file names.
- Double-space and use a standard 12-point font.
- Set margins at 1" (top and bottom) and .5" (left and right sides).
- Do not exceed the maximum page limits as specified for each document.
- Do not exceed the maximum file size limit (4 MB).
- Do not include headers or footers (this includes your name, document titles and page numbers) as these will be auto-generated for complete, submitted applications.
- Figures or citations are allowed but will count towards the total page count. If used, single-space and format using a standard bibliographic format appropriate to field.
- Prepare all materials in English.

Application Components

A complete application includes the materials described below. It is the responsibility of the applicant to ensure that all uploaded documents are accurate, legible, complete, not password-protected or secured, and that these documents comply with the formatting specifications listed above. **Once the application is submitted and the application deadline has passed, applicants will not be able to make changes to their application.**

1. **Profile Information Section**

   Applicants are required to provide information for the bolded items listed below:
   - **Contact and Demographic Information**, which will not be shared with application reviewers
   - **Education History: Name, location, enrolled dates, degree received or currently pursuing, and research field for all undergraduate and graduate institutions attended, years attended or currently attending as of Fall 2023.** This information, including current Ph.D. or Sc.D. institution, must be entered correctly. Incomplete or incorrect information may result in missing documents.

- Employment History: Applicants are encouraged to enter any employment starting from the time period of their undergraduate studies. This may include unpaid work, internships, outreach efforts, or volunteer activities.
- Honors & Awards

2. **Application Section**

Eligibility Page

Eligibility Checklist
To proceed with the application, applicants must confirm the following:
- Previous fellowship award
- Future career goals
- Ph.D. or Sc.D. completion date (The Ph.D. or Sc.D. completion date must align with the eligibility requirements and the information entered on the Education History page.)

Group Membership
Applicants must indicate whether or not they identify as one of the listed groups. **Demographic information is not seen by reviewers and is collected for statistical purposes only.** Membership in one of the identified groups is *not* an eligibility requirement.

Application Main Page

Proposed Plan
Applicants must provide:
- Proposed Title for Research Project
- Proposed Institution
- Department
- Adviser/Mentor

Field of Study
Applicants must select a **Primary Field of Study** and may select Secondary Field(s) of Study in order for their application to be matched to the appropriate review panel(s).

Keywords
Applicants must enter **3-5 keywords,** *one at a time.*

Essays Page

Applicants should adhere to the content and formatting instructions as specified below for each file upload. Citations are not required, but if used, they may be single-spaced and will be included in the total page count. Applicants should use a standard bibliographic format appropriate to their field.

1. **Personal Statement**
   Maximum two pages, 12-point font, double-spaced

   Applicants should describe their background, experience, and commitment to the goals of the Ford Foundation Fellowships by addressing *all* of the following that apply:

- Capacity to respond in pedagogically productive ways to the learning needs of students from diverse backgrounds
- Sustained personal engagement with communities that are underrepresented in the academy and ability to bring this asset to learning, teaching, and scholarship at the college or university level
- Likelihood of using the diversity of human experience as an educational resource in teaching and scholarship
- If applicable, how experience as a member of an underrepresented group through discrimination, inspiration, resilience, etc. may inform participation in the fellowship

Applicants should also describe their past and ongoing community service efforts such as:

- Improving access and opportunity for all, particularly in one's local community (neighborhood, place of worship, geographic region)
- Tutoring and mentoring students in challenging environments
- Participation in housing or public service projects
- Leadership and organizational skills that benefit a larger community
  - Campus-based student activities
  - Language teaching
  - Involvement in professional organizations that serve the community

Applicants should note anything in their background that speaks to their unique personal or professional perspective and experiences such as:

- First person or generation in family to achieve college degree or seek advanced degree
- Teaching methods and academic interests that are inclusive and sensitive to diversity
- Any successes that can be attributed to using new techniques to create an inclusive and respectful teaching and learning environment
- Personal goals, both long-standing and future-focused, that involve increasing understanding in the college or university setting and are in the broader context
- Employment that demonstrates a long-standing commitment to diversity and depth of understanding of a multicultural society

2. **Statement of Previous Research and Scholarly Productivity**
   One document, maximum three pages total, 12-point font, including a summary of previous research (double-spaced) *and* a list of publications and presentations (single-spaced)

Applicants should outline any previous research including:

- Research undertaken as an undergraduate and graduate student
- Research undertaken in academic and other job-related activities since receipt of the doctoral degree
- Goals, major results, and impacts of the research

Publications and presentations for the last five years listed in the following order:

- Publications in reverse chronological order
- Presentations in reverse chronological order

3. **Abstract of Dissertation**
   Maximum one page, 12-point font, double-spaced

   Applicants should upload an abstract of their doctoral dissertation (this should not be an abstract of the proposed research).

4. **Proposed Plan**
   Maximum three pages, 12-point font, double-spaced

   Applicants should describe the study or research they expect to undertake if awarded a fellowship:

   - Statement of hypothesis or project and how proposed study relates to the current body of research, providing any context that will add to a better appreciation of the project and its significance
   - Description of the applicant's proposed methodology, providing (if appropriate to the field of study) information about sampling, instrumentation, data sources and collection, and analyses
   - A clear, approximate timeline for the completion of the project within 9 or 12 months, including a description of expected results of research
   - Explanation for choice of fellowship institution and how its affiliation would benefit the applicant, how it will enhance the applicant's plan, the kind of assistance and support expected, and the networks and professional associations to be established
   - If required for research, indication that the applicant has received specific permissions from the host institution
   - Description of how the proposed research will facilitate and enhance the applicant's career in higher education and contribute to the field of study
   - Explanation of how the proposed research relates to a larger academic community and society as a whole, as well as why the study is useful

   Applicants may wish to ask a professor in their discipline to review the Proposed Plan for substance, clarity, and organization prior to submission.

5. **Annotated Bibliography**
   No maximum page limit beyond the limit of the ten key sources, 12-point font, entries may be single-spaced

   Applicants should prepare a document which includes two to four sentences each for no more than ten key sources, including primary and secondary sources, which are the most important in shaping the current status of the problem which the applicant will be studying. This listing of the important work in the field is intended to provide context to reviewers.

Application Submission

- Applicants may select the **Data Review** page to view information that has been entered and documents that have been successfully uploaded.
- Applicants **must** select the **Validate & Submit** page to verify application completeness, to confirm they understand the application cannot be modified after the deadline, and to officially submit the application.

- Applicants will receive a **confirmation e-mail** once they have successfully submitted the application. The Applications page will also populate a timestamp for the date and time of submission.
- Applicants will be able to upload **transcripts** and a **verification form** once they have submitted their application.