

# Ford Foundation Dissertation & Postdoctoral Fellowships Letters of Recommendation & Host Commitment Letter Instructions

**Submission Deadline: January 9, 2024 at 5:00 PM Eastern Standard Time**

All letters must be successfully uploaded via the online application module **no later than the deadline stated above**. Letter writers will not be able to submit a letter after this time, and applicants missing the required number of letters for the application will be deemed incomplete. Letter writers should take the time zone into account if uploading a letter from a different time zone.

## Length and Formatting

- Letters should not exceed two pages
- Letters must be saved in .pdf format prior to upload
- Letters must be smaller than 4 MB

## Browser Compatibility

For the best experience, letter writers should use the current version of **one these browsers**:

- [Chrome](#)
- [Edge](#)
- [Firefox](#)
- [Safari](#)

## Fellowship Goals

Through its fellowships, the Ford Foundation seeks to increase the diversity of the nation's college and university faculties by increasing their ethnic and racial diversity, maximize the educational benefits of diversity, and increase the number of professors who can and will use diversity as a resource for enriching the education of all students. Ford achieves these goals through a series of fellowships that span multiple stages of an academic career as well as mentorship, professional development, and an expansive network of alumni who enable peer support and community building.

## Selection Criteria

For more information on the selection criteria for the Ford Foundation Fellowships, visit:

- [Dissertation Fellowships](#)
- [Postdoctoral Fellowships](#)

## Letters of Recommendation

Letter writers should:

- Note how long and in what capacity they have known the applicant
- State how would they rate the applicant in comparison to other applicants in the same field who have had approximately the same amount of experience and training

- Describe, in detail, the applicant's abilities and how these abilities will contribute to success in achieving their goals for graduate and postgraduate study
- Comment on the applicant's knowledge in the chosen field, motivation, and perseverance toward educational goals
- Write about the applicant's abilities in carrying out independent scholarship and collaborative work, in planning and conducting research, in oral and written expression, and in communicating with students, faculty, and other colleagues
- Comment on the Annotated Bibliography and the Proposed Plan, emphasizing the capability of the applicant to achieve the goals outlined in the plan
- Give their opinion of the applicant's teaching potential or commitment to the goals of the fellowship
- Comment on the applicant's diversity efforts
- If applicable, provide examples of the applicant's unusual persistence and ability to overcome obstacles

Letter writers should not:

- Refer to applicants with adjectives that do not directly pertain to their ability to complete the proposed work or research
- Submit a standard letter that does not address the items listed above

*It is the practice of the Ford Foundation Fellowships that letters of recommendation are not made available to applicants.*

## Host Commitment Letter (Postdoctoral Applicants Only)

Letter writers should:

- Describe how the host mentor/institution will support the applicant's Proposed Plan 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/institution will provide the necessary facilities (including any requirements for space, equipment, etc.) or materials to assist the postdoctoral Fellow in the successful completion of their proposed project

### **PLEASE NOTE:**

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 letter to be submitted.

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