

Ford Foundation Dissertation & Postdoctoral Fellowships Navigating the Online Application

Begin Application for a 2024 Ford Foundation Dissertation or Postdoctoral Fellowship

1. Visit <https://nrc58.nas.edu/InfoFord20/Home/SignIn.aspx?c=FordApplicants>.
2. Enter your login credentials and select the **sign in** button.
3. Select **Apply** for the 2024 fellowship level you wish to apply to.

Complete Eligibility Page

1. Select **Applications** in the left navigation then **Eligibility**.
2. Complete the page to confirm your eligibility for the fellowship you wish to apply to.

Review and Update Profile Information Section Pages

1. Select **Profile Information** in the left navigation menu and review the **Email**, **Phone**, and **Demographics** tabs to ensure that all content is accurate. Update as needed.
2. Select **Education History**, **Employment History**, and **Honors & Awards** and make any updates as needed to ensure the most current information will be included in your application.

Complete Application Main Page

1. Select **Application Main** in the left navigation menu.
2. Enter details about your proposed plan and select your field(s) and keywords.
3. Indicate if you would like your information to be shared if selected for an award or Honorable Mention.

Complete References Page

1. Select **References** in the left navigation menu.
2. Enter the contact information for at least three (maximum five) individuals who will provide a letter of recommendation on your behalf by selecting the **New Reference** dropdown.
3. **Postdoctoral applicants only:** Enter the contact information for the individual who will provide a host commitment letter and designate this entry as **Host Commitment**. This letter is *in addition* to the minimum required letters of recommendation.

Notify Letter Writers

Applicants must notify each letter writer through the online application system and should follow up with them directly to ensure the auto-notification e-mail was received.

1. Select **Notify** next to each letter writer's name. Taking this action will send each letter writer an e-mail containing a unique link directing them to a page where they can upload a letter on your behalf.
2. Contact your letter writers personally to advise them that they will be receiving an e-mail notification from FordApplications@nas.edu. Once you have sent the notification through the online application, confirm with them that they have received it. **Applicants are strongly encouraged to do this well in advance to ensure that the minimum number of letters are received by the deadline.**

Upload Required Essays

1. Select **Essays** in the left navigation menu and upload each file.
 - a. Select the **Choose File** button and select the .pdf file from your device.
 - b. Select the **upload** button.
 - c. Wait for the Result to populate to **succeeded**.
2. Once successfully uploaded, re-open each file to ensure you have uploaded the correct documents. If needed, files can be replaced prior to application submission by following the steps above.

Review Application Completeness

1. Select **Data Review** in the left navigation menu.
2. Select **Review/Edit** for any page that requires completion or revision.

Validate and Submit Application (Deadline: December 12, 2023 at 5:00 PM Eastern Time)

Applicants who successfully submit their application by the application deadline will receive a confirmation e-mail.

1. Select **Validate & Submit** in the left navigation menu.
2. Confirm that all required sections of the application are complete.
 - a. **Green check:** Page is complete.
 - b. **Yellow warning:** Page may be missing information; however, the application may still be submitted.
 - c. **Red X:** Page is incomplete and application cannot be submitted until corrections are made.
3. Check the box to confirm that you are satisfied with the content of your application.
4. Select **Submit**.

Upload Required Supplementary Materials (Deadline: January 9, 2024 at 5:00 PM Eastern Time)

Applicants will not be able to upload supplementary materials until after they have submitted the application.

1. Select **Supplementary Material** in the left navigation menu and upload required transcript(s) and a verification form (if required).
 - a. Select the **Choose File** button and select the .pdf file from your device.
 - b. Select the **upload** button.
 - c. Wait for the Result to populate to **succeeded**.
 - d. Once successfully uploaded, re-open each file to ensure you have uploaded the correct documents. If needed, files can be replaced prior to the deadline by following the steps above.

Monitor Letter Submissions (Deadline: January 9, 2024 at 5:00 PM Eastern Time)

Applicants and letter writers will receive an e-mail confirmation once a letter has been *successfully* submitted. Submissions can also be monitored on the **References** and **Data Review** pages.

Applicants can update and re-notify letter writers at any time until the January 9, 2024, 5:00 PM Eastern Time supplementary materials deadline. Applicants who update an e-mail address must select **Notify** to re-send the notification.