

APPLICATION

REQUEST FOR PROPOSALS

The Berlin Program for Advanced German and European Studies is soliciting applications for its next fellowship competition. The Program promotes a new generation of young North American scholars with specialized knowledge of modern and contemporary Germany and Europe and supports scholars in all social science and humanities disciplines, including historians working on the period since the mid-18th century. Fellowships are awarded for doctoral dissertation research as well as postdoctoral research that leads to completion of a monograph. Awards offer support for a period of between ten to twelve months.

Application deadline is December 1. Applications will be accepted as of November 1, 2016.

THE PROGRAM

The Berlin Program is a residential program which offers a stimulating academic environment at one of Germany's leading research universities. Thus, fellows are expected to be based in Berlin and participate in our research colloquium which serves as a central meeting point for fellows to share, discuss and support each other's work. Through our multidisciplinary advisory committee of professors from all universities in Berlin and Potsdam, the Berlin Program has strong ties to many academic institutions. All Berlin Program fellows are enrolled, are granted library privileges and have access to all university services. Established in 1986 at the Freie Universität Berlin, the program has helped educate some of the most eminent scholars in the field who now teach at major research universities in North America. Essential to the program's mission is our close cooperation with our North American partner, the German Studies Association (GSA, www.thegsa.org). Each year, our Summer Workshop, the GSA Distinguished Lecture as well as our Alumni Panel provide a forum for scholarly exchange between fellows, alumni and the academic community in Berlin and beyond.

ELIGIBILITY, TERMS & FELLOWSHIPS

The program accepts applications from U.S. and Canadian nationals, permanent or long-term residents. Applicants for a dissertation fellowship must be full-time graduate students, must have completed all coursework required for a Ph.D. and must have achieved ABD status (all but dissertation) by the time the proposed research stay in Berlin begins. Also eligible are U.S. and Canadian Ph.D.s who have received their doctorates within the past two calendar years. The number of reapplications in each category is limited to two.

Fellowships are awarded for a period of between ten to twelve months. Approximately twelve fellows are selected. The fellowship offers monthly stipends of EUR 1400 for dissertation projects

and EUR 1600 for postdoctoral projects as well as an allowance of up to EUR 1200 for transatlantic travel.

PREPARING AN APPLICATION

Start preparing your application early. Download the forms provided on our website, save them onto your computer and include your name in the file names (e.g., Miller_application.pdf, Miller_evaluation, Miller_reference etc.). You will need Adobe Reader 8 or higher. **Do not use Preview (Mac OS X's application for displaying PDF documents) to fill out the forms.** There is a known problem of compatibility; PDF forms filled out in *Preview* will not display all form data when opened in Adobe programs.

Application Form: The information requested should be typed. Handwritten applications will not be accepted. If additional space is needed, attach a separate sheet.

The Research Proposal must be typed on letter size or A4 format, double-spaced, in typefaces 11-point or higher. Proposals may not exceed 10 pages in length. The bibliography may be one to two pages, i.e. a maximum of 12 pages all together.

Official Academic Transcripts (only applies to dissertation fellowship applicants): Please submit a PDF scan of your **official undergraduate and graduate school transcripts**.

Dissertation Abstract (only applies to Postdoc applicants): Please submit a one-page abstract of your dissertation project.

Eligibility: On the application form, you will be asked to indicate your residency status (citizen, green card holder, long-term resident). If your application is successful, you will be asked to submit a document of proof.

References: Forward the reference form and copies of your research proposal to three referees and ask them to kindly submit their evaluation electronically to our office. Interfolio dossiers are welcome.

Language Competence Evaluation: Applicants are required to demonstrate sufficient language skills to complete the project. If more than one language is relevant for your project, you must submit a language evaluation for each of the languages. Forward the form and a copy of your research proposal to a language or department faculty member qualified to evaluate your language skills and ask them to kindly submit their evaluation electronically to our office.

Signature: Please print the signature page, then sign it and scan it.

Publicity Survey: Please help us improve our publicity and complete the survey.

Submission: See details below.

APPLICATION

PREPARING A RESEARCH PROPOSAL

A research proposal should be clear, coherent and compelling, contain all the key elements involved in the research process and include sufficient information for the committee to evaluate the proposed study. The proposal should situate the project's objectives in the context of existing research, debates and literature on the topic. The research design should be realistic in scope and responsive to theoretical and methodological concerns of a particular discipline but should also be of demonstrable cross-disciplinary interest. Applicants should show an appropriate level of training and skill to undertake the proposed study, including evidence of language fluency adequate to complete the project and participate in the German-language colloquium at the Freie Universität Berlin. Applicants should demonstrate a sound knowledge of the local academic context and the available research resources and specify why an extended period of research in Berlin is critical to the successful completion of their proposed research.

Regardless of the discipline, research area and the methodology of the research project, all proposals should include the following information:

- An explicit statement of the major questions to be explored or hypotheses to be tested.
- Importance of the research to disciplinary concerns.
- An explicit description and justification of the research methods.
- Availability and quality of sources/material/data.
- Preliminary research already completed or plans for research prior to going overseas.
- Proposed location(s) for research and explanation of why the project requires overseas research and why Berlin is of particular significance for the project.
- Rough research schedule with bimonthly target dates as well as reflections on possible challenges and how to address them.
- Bibliography listing most important topical sources including German-language publications - or other European language publications respectively - which reflect the state of research on your topic.

APPLICATION DEADLINE & NOTIFICATION

Application receipt: **December 1**. It is your responsibility to make sure these materials arrive on time. You will receive an email notification regarding the completeness of your file in mid-December. All applicants will be **notified in March** about the fellowship nominations.

SUBMISSION INSTRUCTIONS & CHECKLIST

Please remember that the selection of Berlin Program Fellowship recipients is a very competitive process, i.e. it is crucial that your application is complete, delivered by the deadline, with all documents in order to ensure your best chance of selection. Do not include material that has not been requested; such materials will be removed from your file. Note that application materials from previous years, including references, cannot be reactivated. Do keep us informed of any address changes.

Applicants should submit a single email by December 1 containing three files to: bprogram@zedat.fu-berlin.de. Applications will be accepted as of November 1.

Please use the software PDF24 Creator or a free trial version of Adobe Acrobat Pro or Nitro PDF to avoid compatibility problems when compiling your file.

Please check all your documents before submitting them.

File 1: Compile the following documents in one file named lastnameappBP2016 (e.g. millerappBP2016.pdf):

- completed application form
- a research proposal (including a research schedule and a bibliography)
- if applying for a dissertation fellowship: official transcripts (PDF scans)
- if applying for a postdoctoral fellowship: a one-page dissertation abstract

File 2: Submit a scan of the signature page (e.g. millerdoc2016)

File 3: Please submit the completed publicity survey. You do not need to include your name.

References and language evaluations should be submitted directly by the referees/evaluators via email to: bprogram@zedat.fu-berlin.de.

REVIEW & SELECTION PROCESS

All applications will be reviewed by a multidisciplinary committee of distinguished scholars whose area of specialization is matched as closely as possible with your field and topic. Although specific ratings remain confidential, applicants may request general feedback on their application.

BERLIN PROGRAM OFFICE

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