

Application

Please use only Adobe Reader to fill out this form.

APPLICANT PROFILE

1. Name

First: _____
Middle: _____
Last: _____

2. Gender

- Male
- Female
- Diverse

3. Address

Current

Permanent (if different)

Street: _____
Additional: _____
City: _____
State, ZIP: _____
Country: _____
Phone: _____
Email: _____

4. Eligibility (check our website for details; check one in each column)

- U.S. Citizen
- Canada Permanent resident
- Long-term resident (complete section 18)
Since when have you continuously resided in North America? _____

5. University/Field of Study

Home University: _____
Department: _____
Discipline: _____
Country/ies or region/s of study: _____

6. Award Sought

- Postdoctoral fellowship for:
 - dissertation revision
 - new project
 - bothPh.D. defense (month/year): _____
Ph.D. degree conferral (month/year): _____
- OR
- Dissertation fellowship
Date you will be advanced to or have been advanced to candidacy (month/year): _____
Date you expect to graduate (month/year): _____

PROJECT PROPOSAL INFORMATION

7. Title and Description Please give a concise description of the research project you are proposing:

8. IRB Approval If your project requires IRB approval, where are you in the IRB approval process?

- Approval expected by (month/year): _____
- Approval received (month/year): _____
- No IRB approval needed

9. Length of Stay in Berlin

Please select the desired duration of your stay in Berlin.

- 10 months
- 11 months
- 12 months

10. Commencement Date

Please select a fellowship commencement date.
(Max Kade Berlin Fellowships must begin in October.)

- October 1, 2020 (winter semester)
- April 1, 2021 (summer semester)

11. Research Travel Please state institution, location, and duration of your desired research travel outside of Berlin:

12. Affiliations Please state affiliations with academic institutions in Berlin/Germany/Europe which are relevant during your research stay and indicate if you have contacted them:

For all questions on this page: Attach additional sheets, if necessary

EDUCATION AND PUBLICATIONS

- 13. Higher Education** Please list (in reverse chronological order) the schools attended above high school level. Include the name of the institution, degree date (received/expected), period of attendance, and fields of study (major/minor).

14. Course Report (for applicants of dissertation fellowships only)

Please list graduate courses (in reverse chronological order) that are pertinent to your proposed research, including those in which you are currently enrolled. Provide details about year, institution, discipline, course title, instructor and grade. Explain grades other than 1–100 or A,B,C,D,F. Please attach additional sheets if necessary.

- 15. Publications** Please list any articles, books, or other research you have published. Do not submit copies and do not list seminar papers or M.A. theses.

EMPLOYMENT, RESIDENCES, AND LANGUAGES

16. Employment List (in reverse chronological order) positions you have held since secondary school.

Institution/Organization	Position/Nature of work	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

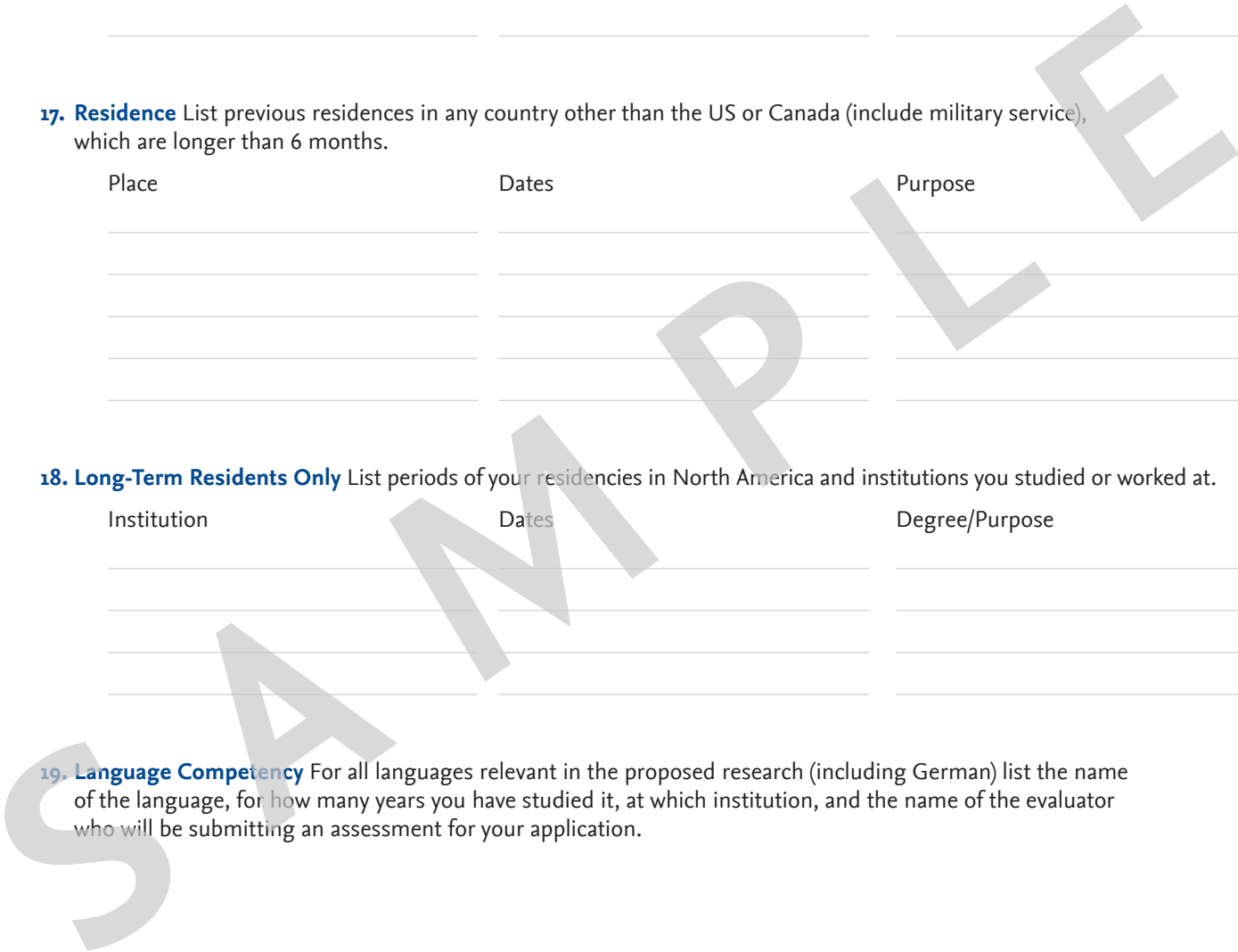
17. Residence List previous residences in any country other than the US or Canada (include military service), which are longer than 6 months.

Place	Dates	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

18. Long-Term Residents Only List periods of your residencies in North America and institutions you studied or worked at.

Institution	Dates	Degree/Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

19. Language Competency For all languages relevant in the proposed research (including German) list the name of the language, for how many years you have studied it, at which institution, and the name of the evaluator who will be submitting an assessment for your application.



FELLOWSHIPS AND ADVISORS

20. Awards Please list all previous and current awards and professional honors you have received, including those from your own university.

21. References List three scholars (including your principal faculty advisor, listed first) who will be submitting references on your behalf.

Referee	Institution/Department	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____

22. Previous Application If you have applied to the Berlin Program before, please specify when.

- I have not applied before
- I have applied before (year/s): _____

23. Other Applications Please list other sources of funding to which you are applying.

DUE DECEMBER 1

Application

Signature page | page 1 of 1

SIGNATURE PAGE

Please print this page, then sign it by hand, scan it and follow the instructions detailed below.

Declaration of Consent and Release

Data processing: With my application I consent that the information on this form and the other documents submitted for my fellowship application will be stored electronically and used by the Berlin Program office and its selection committee in accordance with the provisions of the Data Protection Act.

Data release: With my application I hereby release third party documents submitted as part of my application, e.g. university transcripts, language evaluations, and references (including reference dossiers submitted by professional services such as Interfolio) to the Berlin Program office and its selection committee.

By signing below, I apply for a Berlin Program fellowship and confirm that the information given in my application is true, complete and accurate.

Applicant's signature

Date

Print name

Submission

Submit your application before the **deadline on December 1**.

Competition opening: We accept applications as of November 1.

Submission instructions: Follow them carefully. Once your application is submitted, it will no longer be possible to change it.

Applicants should submit **a single email containing three files** to: [bprogram\[at\]zedat.fu-berlin.de](mailto:bprogram[at]zedat.fu-berlin.de)

Last checks: Make sure to proofread and double-check the compiled documents.

Confirmation: You will receive an email notification regarding the completeness of your file in mid-December.

Notification: All applicants will be notified in March about the fellowship nominations.

Contact Us

If you have any questions prior to submission, do not hesitate to contact us via email or phone.

Berlin Program for Advanced German and European Studies

Freie Universität Berlin

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+49 30 838 566 71

www.fu-berlin.de/bprogram

BERLIN PROGRAM PUBLICITY SURVEY

Completion of this survey is optional. The information collected will be used to improve our publicity efforts. Thank you for your cooperation.

1. How did you first hear of the Berlin Program Fellowship (check all that apply)?

- Announcements via emails or listserver
- Announcements in journals
- Berlin Program flyer or website
- GSA publication, website, or conference
- Advisor, university, or colleague
- Berlin Program fellow or alumni
- Other (please specify): _____

2. What were the major factors influencing your decision to apply to the Berlin Program (check all that apply)?

- Amount of the fellowship
- Program profile, i.e. colloquium and support
- Academic resources
- Affiliations with Freie Universität Berlin
- Location
- Other (please specify): _____

SAMPLE

Please use only Adobe Reader to fill out this form.

REFERENCE | CONFIDENTIAL

Instructions to referees:

Please either:

- complete this form, print it, sign and scan it,
- or send us your reference on institutional letterhead and kindly address the questions listed in the form, i.e.:

How long have you known the applicant and in what capacity?

In comparison with all other Ph.D. candidates/postdocs whom you have known at comparable stages of their careers, how would you rate the applicant's academic achievements and promise (among top 3%, 6%, 12%, average, other)?

What is your evaluation of the significance, scope and feasibility of the applicant's proposal? Would you suggest modification of the proposal or additional training for the applicant, other than any proposed? Specific comments on the proposed methodology are particularly welcome.

Please provide any further information about the applicant and/or the proposal which you feel is significant.

Please submit your reference as a PDF by December 1 to: [bprogram\[at\]zedat.fu-berlin.de](mailto:bprogram[at]zedat.fu-berlin.de)

1. Applicant

Applicant's full name: _____

2. Referee

Name: _____

Position/Title: _____

Institution: _____

Department: _____

Email: _____

3. Questions

How long have you known the applicant and in what capacity?

In comparison with all other Ph.D. candidates/postdocs whom you have known at comparable stages of their careers, how would you rate the applicant's academic achievements and promise?

- Among top 3%
- Among top 6%
- Among top 12%
- Average
- Other, please specify below:

DUE DECEMBER 1

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What is your evaluation of the significance, scope and feasibility of the applicant's proposal?
Would you suggest modification of the proposal or additional training for the applicant, other than any proposed?
Specific comments on the proposed methodology are particularly welcome.

Please provide any further information about the applicant and/or the proposal which you feel is significant.

4. Signature

Referee's signature

Date

If you have any questions, please ask via email: [bprogram\[at\]zedat.fu-berlin.de](mailto:bprogram[at]zedat.fu-berlin.de) or phone: +49 30 838 566 71

This form must arrive at the Berlin Program by December 1st

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Language evaluation | page 1 of 3

Please use only Adobe Reader to fill out this form.

LANGUAGE EVALUATION

Section 1 (Applicant)

Instructions to applicants: Please complete section 1 and forward the form to your language evaluator.

1. Applicant

Name: _____
Language tested: _____
Countries of research: _____

2. Language

Describe the extent to which the language will be used in the research:

Section 2 (Evaluator)

Instructions to evaluators: Please complete the form, print, sign and scan it. Use additional sheets (printed on institutional letterhead) if necessary. **Email the resulting PDF file by December 1 to: [bprogram\[at\]zedat.fu-berlin.de](mailto:bprogram[at]zedat.fu-berlin.de).**

3. Evaluator

Name: _____
Title/Position: _____
Institution/Department: _____
Email: _____

4. Evaluation

Upon which evidence is the evaluation based?

- Course work (length, date, and level): _____
- Special examination (length and date): _____
- Oral examination (length and date): _____
- Written examination (length and date): _____

Please check the statement which best describes the applicant's degree of competence in each of the following categories.

Comprehension

- No usable proficiency
- Adequate comprehension for normal daily needs
- Able to comprehend answers in response to questions relating to field of specialization
- Able to understand lectures in field of specialization
- Comprehension at level of native speaker

Speaking/Lecturing

- No usable proficiency
- Able to speak adequately for normal daily needs
- Able to conduct interview in field of specialization
- Able to speak extemporaneously on non-technical subjects and in area of specialization
- Speaking ability equivalent to that of educated native speaker

Reading

- No usable proficiency
- Able to read typed or printed material of a non-specialized nature, such as simple signs, messages
- Able to read general material in own and related fields with the aid of a dictionary
- Able to read any material in own and related fields
- Reading ability of educated native speaker

Writing

- No practical facility
- Able to write simple messages, non-specialized letters
- Able to draft academic materials in field of specialization, with major editing by native speaker
- Able to draft academic materials in field of specialization, with some editing by native speaker
- Writing ability of educated native speaker

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Language evaluation | page 3 of 3

5. Overall Assessment Please indicate your overall assessment of this applicant's ability in the language evaluated relative to the language level needed to carry out the proposed research project.

- Will require considerable training before necessary competence can be attained.
- Should be able to manage adequately after some additional formal language training.
- Should be able to manage adequately after a short period of adjustment abroad.
- Should have no difficulty.

Is the present language competence sufficient for the proposed research?

- Yes
- No

If no, how much language training would you recommend?

- A year of course work
- A semester of course work
- A six-week intensive course
- Other: _____

6. Signature

Evaluator's signature

Date

If you have any questions, please ask via email: [bprogram\[at\]zedat.fu-berlin.de](mailto:bprogram[at]zedat.fu-berlin.de) or phone: +49 30 838 566 71

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