Mellon/ACLS Dissertation Completion Fellowships
Instructions for Obtaining Institutional Letter

Posted September 28, 2011
Application due November 4, 2011

Applications for the Mellon/ACLS Dissertation Completion Fellowship must include a letter from the applicant’s institution (see final item under Application Requirements here: http://www.acls.org/grants/Default.aspx?id=512).

The institutional letter will be provided by Dean Tedesco. Here’s how to make sure the process will happen smoothly and on time.

1. Complete your application by November 4.
   ♦ This deadline is earlier than the Mellon/ACLS deadline. We need the extra time for our end of the processing.
   ♦ Email Leah Carswell at lcarswe@emory.edu when you intend to apply for the Mellon/ACLS fellowship.
   ♦ If you intend to apply, it helps us to know as soon as possible – send an email to Leah.

2. Enter Dean Tedesco as the referee who will submit the institutional statement.
   ♦ This information is entered as part of your online application.
   ♦ Use this email address: lisa.tedesco@emory.edu. Dean Tedesco will receive an email asking her to contribute a statement to your application. Please use this email address for Dean Tedesco.

3. Ask your DGS to send us an email about your application.
   ♦ The email should be sent to Dean Tedesco and Leah Carswell – lisa.tedesco@emory.edu and lcarswe@emory.edu.
   ♦ The email needs to include “a statement attesting to the viability of the proposed timeline for completion” (required by the Mellon/ACLS application). This should include confirmation that you are in candidacy.
   ♦ The email should also include a brief note, no more than 2-3 sentences, about particular strengths or characteristics of your proposal that Dean Tedesco can add to the required elements of the institutional statement.

We will provide the required information to Mellon/ACLS, and will notify you and your DGS when it’s all done.

Questions? Contact Leah Carswell, lcarswe@emory.edu.