Mellon/ACLS Dissertation Completion Fellowships
Instructions for Obtaining Institutional Letter

Posted September 10, 2013
Application due October 9, 2013

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/programs/def/).

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 and submit your application to the Mellon ACLS online portal by October 9. After
you submit your application to the online portal we will have full access to your application so no
need to send us a hardcopy.
   ♦ This deadline is earlier than the Mellon/ACLS deadline. We need the extra time for our end
     of the processing.
   ♦ All materials including your letters of recommendation are due at this time. Again, letters of
     recommendations are due by the internal deadline date.
   ♦ All applications must be submitted to the Mellon ACLS online portal by the internal
     deadline.
   ♦ Once you submit your application using the Mellon/ACLS online portal we will receive
     notification that you have requested a letter of affiliation.

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.