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 October 29.**
   - This deadline is earlier than the ACLS/Mellon deadline. We need the extra time for our end of the processing.

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. If you do this, Dean Tedesco will receive an email asking her to contribute a statement to your application.

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 leah.carwell@emory.edu.
   - The email needs to include “a statement attesting to the viability of the proposed timeline for completion” (required by the ACLS/Mellon application). This should include confirmation that you are in candidacy.
   - The email should also include a brief note 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 ACLS/Mellon, and will notify you and your DGS when it’s all done.

**Questions?** Contact Leah Carswell, leah.carwell@emory.edu