

# AMERICAN INSTITUTE OF INDIAN STUDIES

1130 EAST 59TH STREET

CHICAGO, IL 60637

## APPLICATION INSTRUCTIONS

### IMPORTANT CHANGES HAVE BEEN MADE TO THE APPLICATION PROCEDURES!

PLEASE READ ALL APPLICATION MATERIALS CAREFULLY.

Applications which do not meet the requirements listed below will NOT be considered and the processing fee will not be returned.

The application deadline for the AIIS Fellowship Competition is **JULY 1**. Application materials must be uploaded onto the web platform on or before **JULY 1**. Applicants will need to follow the instructions on the web site to register to apply. They will then be sent an email message with a unique link which will enable them to upload their applications **AS A SINGLE PDF DOCUMENT**. Applicants will be notified of the selection committee's decisions by the beginning of October. The earliest possible departure date for India by awardees is eleven (11) months following the date of application submission.

It is the responsibility of the applicant to ensure that all application materials, including letters of recommendation and transcripts, are received prior to the deadline. **LATE MATERIALS WILL NOT BE CONSIDERED.**

Please save your completed application for your files. Keep the application and all submitted material in easy access, as you may need it for reference over the next two years.

Two full years must have elapsed between the completion of a previous AIIS fellowship and the current application deadline. This rule does NOT apply to recipients of AIIS language program fellowships.

AIIS Fellows may not hold another major grant during the Fellowship period.

### CRITERIA FOR EVALUATION:

The Selection Committee will assess each application on the basis of the project description, the candidate's academic and/or professional record, and the quality of references. Members of the Selection Committee represent a number of different academic disciplines within the field of Indian Studies, so the applicant *must* explain the nature and significance of the project in terms intelligible to a non-specialist audience. Please avoid jargon and be as concise as possible.

Please consult the application checklist and create ONE pdf file to include all of the components of your application.

1. *Application Form:*

The application must be **TYPED** and all questions answered on the form itself. It is not acceptable to refer to appended material. Be *sure* to answer each question on the form. If all questions are not answered, the application may be rejected.

Please check the Fellowship for which you are applying. AIIS Fellowships are available only in the following categories for the lengths of time specified:

***Junior Research Fellowships.*** Available to doctoral candidates at US colleges and universities in all fields of study, for periods of up to eleven (11) months. Dependents allowance will be given for up to two dependents as long as they remain with the fellow in India at least six months. Under exceptional circumstances, an applicant for a junior fellowship who is a U.S. citizen may request up to five months of language instruction prior to commencing dissertation research. The request for language training should be integrated into the project proposal.

***Senior Long Term Research Fellowships.*** Available to scholars who hold the Ph.D. or its equivalent. Senior Fellowships are available for six (6) to nine (9) months. Dependents allowance will be given for up to two dependents as long as they remain with the fellow in India at least six months.

***Senior Short Term Research Fellowships.*** Available to scholars who hold the Ph.D. or its equivalent. Senior Short Term Fellowships are available for up to four (4) months.

***Senior Scholarly/Professional Development Fellowships.*** Available to established scholars who have not previously specialized in Indian studies and to established professionals who have not previously worked or studied in India. Senior Scholarly/Professional Development Fellowships may be granted for periods of six (6) to nine (9) months.

***Senior Performing and Creative Arts Fellowships.*** Available to accomplished practitioners of the performing arts of India and creative artists who demonstrate that study in India would enhance their skills, develop their capabilities to teach or perform in the US, enhance American involvement with India's artistic traditions, and strengthen their links with peers in India. Applicants for the Senior Performing and Creative Arts Fellowship must submit a sample of her/his work. See Part 3 of the instructions for details. Senior Performing and Creative Arts Fellowships are normally granted for periods of up to four months, although proposals for periods up to nine months can be considered.

Non-U.S. citizens are welcome to apply for AIIS fellowships as long as they are either graduate students or full-time faculty at a college or university in the U.S. Citizens of the United States, however, can apply for senior fellowships if they are not affiliated with an institution of higher education in the U.S.

Applicants who are not affiliated with an AIIS member institution are WELCOME to apply.

Please note: We welcome applications from scholars who are part of a collaborative project involving other scholars. However, we award fellowships to individuals not to teams, and the fellowship amounts awarded to successful applicants who are members of group projects will be equivalent to fellowships awarded to scholars who submitted applications for individual projects.

For the question regarding current status or title, if you are a faculty member, please indicate whether you are tenured or untenured.

The Project Summary must be typed on both the Application for Fellowship and the Reviewer Worksheet.

2. *Reviewer Worksheet:*

The Reviewer Worksheet provides basic identifying information about the proposed project. It is used in the review process to summarize the three primary areas of competitive review: Project Description, Academic and/or Professional Record, and Quality of References.

The Reviewer Worksheet also enables the AIIS to summarize general information about the applicant pool and the range of subject matter submitted to it for consideration. Summary statements with this kind of information enable the Institute to solicit funds for its fellowship program. When naming your discipline, please choose your **PROJECT DISCIPLINE AND NOT YOUR DEPARTMENTAL AFFILIATION**. You should choose a primary discipline; if desired you can select an additional secondary discipline and indicate that with the number 2.

Anthropology; Archaeology; Architecture; Art; Behavioral Sciences; Communications; Cultural Studies; Economics; Education; Environmental Studies; Ethnomusicology; Film/Photography; Gender/Sexuality Studies; Geography; History; History of Art; History of Science; Linguistics; Literature; Natural Sciences; Performance Studies; Performing Arts; Philosophy; Political Science; Public Health; Public Policy; Religious Studies; Sociology; Technology Studies; Urban Planning

Please also include five short key phrases that would describe your project. For example for a project on agrarian social movements in the early twentieth century north India you could say: early twentieth-century history; agrarian movements in north India; agricultural workers' rights movements; twentieth century social movements.

3. *Supplemental Materials:*

Please refer to the Application Checklist when assembling your application.

All applications must include a typewritten project statement describing fully your proposed research. Make clear your reasons for pursuing this research, the significance of your project and its relevance to other scholarship, your research methodology, anticipated results of your study, and your time-table for completing the project. If the completion of this project requires research outside of India, or if you plan a departure from India during the time of award, please so note in the timetable for completion. Also attach a one to three-page bibliography related to

your project. Please remember that your proposal will be read and evaluated by a committee representing India specialists with diverse disciplinary expertise.

The project statement must conform to the following requirements: it must be no longer than six (6) pages, double-spaced, with one-inch margins, and printed in a type size no smaller than 12 points. The project statement must be clearly legible. **Applications that do not conform to these specifications will not be read by the Committee or returned by the Institute.**

All applicants must also submit a *curriculum vitae* of no more than two (2) pages. It should include major publications with the names of publishers and dates of publication. Citations for articles and monographs must be complete. Please identify clearly all publications resulting from prior AIIS-supported research with an asterisk.

***Applicants for the Junior Research Fellowship must include official transcripts from all undergraduate and graduate institutions attended in the U.S. with their application.***

***Applicants for the Senior Performing and Creative Arts Fellowship should provide a web link to a significant sample of their work, e.g. high quality videotape for filmmakers, dancers and perhaps musicians; high quality audio tape (if not video) for musicians; and photographs or slides for visual artists. Video and audio recordings should be continuous, not excerpted, at least fifteen minutes but preferably a half hour in length.***

***A scholar applying for a traditional AIIS senior research fellowship (short- or long-term, or Professional Development) who also wishes to be considered for a potential AIIS/Ashoka R&T Fellowship may simply include, at the end of the proposal narrative, a sentence to this effect.***

4. *Confidential References:*

Each applicant must secure three letters of recommendation. Referees should have sufficient knowledge about the applicant and the proposed project to assess the project as well as the applicant's qualifications to carry it out. We do not need anything that looks like an original signature on the letters.

In the past we have found delinquent references to be the most serious problem in giving full consideration to an applicant's proposal. *The applicant is responsible for assuring timely submission of recommendations.* Reference letters must be uploaded onto the web platform directly by the recommender. Hard copies of letters sent by mail and emailed letters will not be accepted. We *strongly* recommend that you request letters of recommendation as soon as you start to work on the application. Reference letters must be submitted as a single document so that referees cannot submit the reference form and letter as separate documents. It is the applicant's responsibility to make this clear to their referees.

5. *Affiliation with an institution in India*

ALL SCHOLARS, REGARDLESS OF CITIZENSHIP, WHO COME TO INDIA TO CONDUCT RESEARCH MUST BE AFFILIATED WITH AN INDIAN INSTITUTION. AIIS

WILL ARRANGE THE AFFILIATION FOR OUR FELLOWS AND OBTAIN THE CERTIFICATE OF AFFILIATION, WHICH NON-INDIAN CITIZENS WILL NEED IN ORDER TO PROCURE THEIR RESEARCH VISA.

The Indian Government requires that all foreign scholars be associated with an Indian institution. Please provide the names of three institutions with which you wish to be affiliated on the affiliate sponsor form. Please CAREFULLY read the information regarding affiliation on the Affiliate Sponsor Form. The Institute will pursue affiliation on your behalf to expedite the project approval process. All applicants, regardless of citizenship, must fill out the affiliate sponsor form.

Two-page project information sheet. In order to obtain the certificate of affiliation, we also ask that applicants submit a two-page (maximum) project information sheet. This two-page document should also be used for non-Indian citizens when it is time to obtain their research visas for India. The project information sheet should provide important information about the project to be carried out such as: where the applicant wishes to go; what the applicant wishes to do; materials to be looked at; types of information to be collected. The project information sheet should not be written in jargon. Applicants should avoid discussing theoretical frameworks, methodological issues, literature reviews, etc. Please remember that the document is to be reviewed by non-academics for the purposes of issuing a certificate of affiliation and, eventually, the research visa. The AIIS selection committee will not review the two-page information sheets. AIIS staff will review the project sheets and will advise applicants to make changes where needed.

*(revised 1/2017)*

**The following reflects the monthly calculations for AIIS Fellowship awards for the 2016-2017 award year:**

Senior Long-term (includes Scholarly Development & Performing Arts)

Maintenance stipend per month Rs 74,750  
Research and travel per month Rs 29,250  
Dollar supplement per month \$115  
Per dependent allowance per month Rs 13,000

Senior Short-term

Maintenance stipend per month Rs 89,700  
Research and travel per month Rs 29,250  
Dollar supplement per month \$138

Junior

Maintenance stipend per month Rs 45,500  
Research and travel per month Rs 19,500  
Dollar supplement per month \$70  
Per dependent allowance per month Rs 13,000

Fellows who will be based in Bangalore, Chennai (Madras), Kolkata (Calcutta), Mumbai (Bombay) or New Delhi will receive an additional 25% cost of living supplement for the maintenance, dollar supplements and dependent's allowance. The dollar supplement, for the total number of months of the fellowship, will be paid in full to fellows prior to their departure for India. As part of their award, Fellows will also receive one round-trip airplane ticket from their city of origin to their primary research site in India. AIIS will also purchase tickets for 1.5 dependents accompanying Long-term Fellows only with a dependent maintenance allowance for up to 2 dependents. Short-term Fellows are not provided tickets or allowance for dependents.

**IMPORTANT:**

Please read the information below.

It is critical to the understanding of your AIIS Fellowship, its provisions and its limitations.

**INSURANCE OPTIONS:**

All AIIS Fellows must carry health insurance that cover them while in India and in the United States. AIIS Fellows who are faculty members at American colleges and universities most often carry a comprehensive health and accident insurance which will cover the Fellow and accompanying dependents while overseas. The Institute advises Fellows who have this sort of complete coverage (please check with your respective insurance representative) to maintain it rather than enroll in other programs. The Institute also strongly urges that accompanying dependents be covered by a comprehensive health and accident plan while in India.

Also, all AIIS fellows are required to be covered by the Institutes Medical Evacuation policy, which costs \$5.25 for each month or part thereof that the Fellow plans to be out of the country. Medical Evacuation Insurance may also be purchased through the Institute for accompanying dependents. Fellows may buy insurance in India to cover personal effects. Ask for detailed information from the Director-General in New Delhi upon your arrival in India.

Senior fellows who are NOT affiliated with any of the AIIS member institutions will be required to pay an administrative fee before commencing their fellowships. Senior short-term fellows would pay \$250 and Senior long-term fellows would pay \$500. Junior fellows do not have to pay the administrative fee.

See the [AIIS Homepage](#) for downloadable applications

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