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**Senior Fellowship Program**

**2023-2024**

**Deadline: 30 November 2022 (Cambodia time)**

**APPLICATION CHECKLIST FOR CAMBODIAN APPLICANT**

Please tick or cross in front of the documents which are attached with your submitted application.

( ) 1-Application Form

( ) 2-Reviewer Worksheet

( ) 3-Project Statement & Bibliography

( ) 4-Curriculum Vitae

( ) 5-Confidential References Confidential letters of recommendation directly from recommenders by email or mailing to below addresses.

Please send the complete application and supplemental materials listed above via email to:

email to: [**fellowships@khmerstudies.org**](mailto:fellowships@khmerstudies.org)titled: **Application for Senior Research Fellowship Program**

Or send by mail (at least 3 weeks in advance of the deadline date) to:

**The Center for Khmer Studies**

**Fellowship Program**

**PO Box 9380,**

**Wat Damnak, Siem Reap, Cambodia**

### **APPLICATION INSTRUCTIONS**

### **FOR SENIOR FELLOWSHIP PROGRAM**

The application deadline for the CKS Fellowship Competition is **30 November 2022**. Applications sent by mail should allow sufficient time to arrive on or before the deadline. Applicants will be notified of the selection committee’s decision **by early February 2023**

It is the responsibility of the applicant to ensure that all application materials, including *letters of recommendation, curriculum vitae and transcripts* are received prior to the deadline.

Please duplicate the completed application for your files.

For prior recipients of any CKS Fellowship, **three full years** must elapse between notification of receiving a previous CKS fellowship and the current application deadline.

Fellows must inform CKS if they have been awarded another major grant during the Fellowship period. This may entail adjustment of the stipend.

**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 different academic disciplines, so the applicant *must* explain the nature and significance of the project in terms understandable to a non-specialist audience.

***1. Application Form:***

The application must be TYPED and all questions answered on the form itself. Additional material will not be accepted. Please indicate the Fellowship for which you are applying. CKS Senior Fellowships are available in the following categories:

***Senior Fellowships:***for scholars who already hold PhD degree consist of two categories:

*• Long-Term Research Fellowships*: These fellowships are available from 6 to 11month research (for U.S and Cambodian) and up to 9-month research (for French).

• *Senior Short-Term Research Fellowships*: These fellowships are available up to 4- month of research (for U.S and Cambodian).

***Please note: All candidates must be Cambodian citizens.***

*The selection committee may decide to provide partial support for grant proposals. The grants are intended to supplement other sources of funding. Fellowships are awarded to individuals and in some cases to two researchers working as a pair, but not to teams. Applications for members of group projects will be considered individually, alongside those of individual applicants****.***

**2. *Reviewer Worksheet:***

The Reviewer Worksheet provides basic identifying information about the proposed project and 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. *Please do not convert it into PDF version.*

**3. *Supplemental Materials:***

Please refer to the Application Checklist when assembling your application and include the checklist with your application materials.

All applications must include a typewritten Project Statement fully describing your proposed research. While each proposal is different, the following can be used as a general guide. The project statement should include:

* **Rationale for Project** (approximately 650 words): In this section please explain how the project contributes to existing research and what new knowledge it intends to gain – why is this project important?
* **Research Methodology** (approximately 500 words): Clearly describe your research methods and strategies – how will you conduct your research?
* **Anticipated Results** (approximately 250 words): Clearly outline the results and outcomes you expect from your research – what do you expect to find?
* **Timetable** (approximately 100 words): Provide a timetable for completing the project. If the completion of this project requires research outside of Cambodia and Southeast Asia, or if you plan a departure from the area during the time of award, please indicate that in the timetable for completion.

Attach a one-page **bibliography** related to your project. If you would like more guidance, one possible resource is [Sydel Silverman, Writing Grant Proposals for Anthropological Research, Current Anthropology, (32(4): 1991).](https://khmerstudies.org/wp-content/uploads/2021/01/writing-grant-proposals-for-anthropological-research.pdf)Please remember that your proposal will be read and evaluated by a committee representing specialists with diverse disciplinary expertise.

The project statement must conform to the following requirements: it must be double-spaced, 12-point font, no longer than six (6) pages and have one-inch margins. The project title must be clear and understandable.

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

**4. *Confidential References:***

Each applicant must secure **three letters** of recommendation. Referees should have sufficient knowledge about the applicant and proposed project to assess the project as well as the applicant’s qualifications to carry it out.

*The applicant is responsible for assuring timely submission of recommendations.* CKS will accept letters of recommendation via email only from the referee’s university-based email address or mail directly from the referee to Cambodia. We *strongly* recommend that you request letters of recommendation as soon as you receive the application materials and attach a stamped (with sufficient postage) and addressed envelope if the recommendation will be sent directly.

Please send the complete application and supplemental materials listed above

via: [**fellowships@khmerstudies.org**](mailto:fellowships@khmerstudies.org)titled: **Application for Senior Fellowship Program**

Or send by mail (at least 3 weeks in advance of the deadline date) to:

**The Center for Khmer Studies**

**Fellowship Program**

**PO Box 9380, Wat Damnak,**

**Siem Reap,**

**Cambodia**

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**APPLICATION FORM**

**Senior Fellowship Program**

**2023-2024**

(Cambodian citizens only)

**(Application must be typed. All fields must be completed.)**

Please check the fellowship for which you are applying:

\_\_\_\_\_ Senior Long-Term Research \_\_\_\_\_ Senior-Short Term Research

|  |  |
| --- | --- |
| Name: | Birth Date: … |
| Gender: …. | Identity Card Number: |
| Permanent Home Address: … | Province or Capital Name: … |
| Zip: …. | Phone Number: … |
| Mailing Address: ………………………………………………………………………………………………………….  Zip:…………………………………Phone Number: ………………………………………………. | |
| Academic/ Institutional Email Address\*: …. | Personal Email Address\*: …. |
| Institution Name: … | Present status or title: … |
| Department: … | Phone Number: … |
| Department or Program Chair Name: … | Address: ……………………………………..Province/capital name:……………………..Zip:………………. |

**Project Title** **:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Maximum 75 characters)**

**Project Summary (must be completed in this space)**

**Explain why this work must be carried out in Cambodia (and neighboring countries, if applicable).**

Applicant’s academic history, beginning with the most recent:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Colleges or Universities** | **Date of Attendance** | **Degree earned** | **Date of graduation** | **Major / Field of Specialization** |
|  |  |  |  |  |
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Field(s) of Specialization:

Teaching: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants should attach a *curriculum vitae* of no more than two (2) pages. Please provide a listing of your principal references as author with the names of publishers and dates of publication. Citations of articles and monographs must be complete.

Previous academic honors, fellowships and awards: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Previous CKS Fellowships:

*(Indicate dates of Fellowship, publications and presentations resulting from research, current status of project)*

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Previous research in Cambodia:

|  |  |  |
| --- | --- | --- |
| **Dates** | **Site of Research** | **Purpose** |
|  |  |  |
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Previous research abroad, other than Cambodia:

|  |  |  |
| --- | --- | --- |
| **Dates** | **Site of Research** | **Purpose** |
|  |  |  |
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Professional employment history, beginning with the most recent:

|  |  |  |
| --- | --- | --- |
| **Dates** | **Position** | **Institution** |
|  |  |  |
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List below the names, titles and addresses of three persons from whom you have requested letters of recommendation. Referees should be persons qualified to write about you, your academic and professional experience, and the project proposed in this application.

Under the Freedom of Information Act, applicants have the right to examine letters written on their behalf unless that right is waived on the CKS recommendation form.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Name** | **Title** | **Institution** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

All applications must include a typewritten Project Statement fully describing your proposed research. While each proposal is different, the following can be used as a general guide. The project statement should include:

* **Rationale for Project** (approximately 650 words): In this section, please explain how the project contributes to existing research and what new knowledge it intends to gain – why is this project important?
* **Research Methodology** (approximately 500 words): Clearly describe your research methods and strategies – how will you conduct your research?
* **Anticipated Results** (approximately 250 words): Clearly outline the results and outcomes you expect from your research – what do you expect to find?
* **Timetable** (approximately 100 words): Provide a timetable for completing the project. If the completion of this project requires research outside of Cambodia and Southeast Asia, or if you plan a departure from the area during the time of award, please indicate that in the timetable for completion.

Attach a one-page **bibliography** related to your project. If you would like more guidance, one possible resource is [Sydel Silverman, Writing Grant Proposals for Anthropological Research, Current Anthropology, (32(4): 1991).](https://khmerstudies.org/wp-content/uploads/2021/01/writing-grant-proposals-for-anthropological-research.pdf) Please remember that your proposal will be read and evaluated by a committee representing specialists with diverse disciplinary expertise.

This project statement must conform to the following requirements: it must be double-spaced, 12-point font, no longer than six (6) pages and have one-inch margins.

Please provide the following information about your project:

1. Number of months requested for CKS support:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Total number of months required to complete your research in Cambodia: \_\_\_\_\_\_\_\_\_\_\_

3. Other grants or fellowships for which you are applying in support of this project.

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4. Income expected from your institution and / or sources other than CKS for the fellowship period *(specify sources and amounts):*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Site(s) of proposed research in Cambodia and neighboring countries, if any:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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6. Province or capital of primary residence in Cambodia:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Do you have any illness that might require medical attention while undertaking research in Cambodia or Southeast Asia? If so, please explain.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date:

(Electronic signature acceptable)

Please send the complete application and supplemental materials listed above via

email to: [**fellowships@khmerstudies.org**](mailto:fellowships@khmerstudies.org)titled: **Application for Senior Research Fellowship Program**

Or send by mail (at least 3 weeks in advance of the deadline date) to:

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**PO Box 9380, Wat Damnak,**

**Siem Reap,**

**Cambodia**

It is the applicant’s responsibility to ensure that all application materials including letters of recommendation, Curriculum Vitae and transcripts are received prior to the deadline. Late materials will not be considered.

CKS and its Selection Committee reserve the right to determine the applicant’s eligibility and to distribute available funds according to their own judgments, based on number and quality of proposals received.

**CKS does not discriminate based on gender, race, ethnicity, religion, socio-economic background or regions within the U.S.A. Applicants are asked to provide information regarding physical challenges only to aid CKS in assisting them.**

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**REVIEWER WORKSHEET**

**Senior Fellowship Program**

**2023-2024**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CKS Reviewer Name

***To the applicant****:* Please TYPE ALL information requested and return with your application. *Please do not convert it into PDF version.*

Applicant’s Name: …………………..

Project Title: …………………..

Proposed Residence in Cambodia: …………………..

Home University/ Institution: …………………..

Position: …………………..

*Grant Category:*  \_\_\_\_\_\_\_\_ Senior Long-term \_\_\_\_\_\_\_ Senior Short-term

***To the reviewer:*** Please rate the application on a scale of:

5 = outstanding, 4 = good, 3 = acceptable, 2 = marginal, 1 = Unacceptable.

The reviewer may assign half points (0.5) in the ratings. CKS will compute the final rating.

Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic/ Professional Record: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FINAL RATING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments (strengths and weaknesses of the proposal):

|  |  |
| --- | --- |
|  |  |